



June 5, 2013

Iowa College Student Aid Commission
Postsecondary Approval and Registration Administration
603 East 12th Street, FL 5th
Des Moines, IA 50319

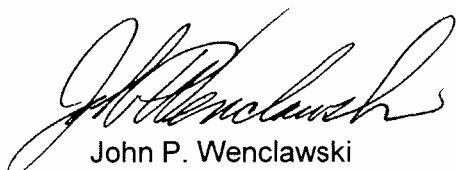
Re: Application for Approval and Registration

Prince Institute is a Division of Stenograph, the world's leading provider of technology solutions for court reporters and captioners for 75 years. I mention that to reassure you that Prince Institute and Stenograph are committed to providing interested students in Iowa a high quality learning experience.

We are also committed to ensuring that every student who enrolls with us will be provided the opportunity to complete their program with Prince Institute....even if the school is forced to close.

Please let me know if you need an additional supporting documentation.

Sincerely,



John P. Wenclawski
President

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator

603 East 12th Street, FL 5th

Des Moines, IA 50319

(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:
[(261B.4(2))] and [(261B.4(1))]

Name of School: Prince Institute - Southeast
Suite: _____
Street: 7735 Atlanta Hwy.
City: Montgomery
State: AL
Zip: 36117
Country: USA
Telephone Number (including country or area code): 334-271-1670

Type of school:

- ☒ For-profit
☐ Non-profit
☐ Public

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
110	1300 E. Woodfield Rd	Schaumburg	IL	60173	USA	847-592-6600
20	9051 Harlan Street	Westminster	CO	80081	USA	303-427-5292

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone

Total tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Professional Transcription	18,600		3,600		22,200
Realtime Reporting- CART Captioning	37,140		4,650		41,790
Judicial Reporting	31,845		4,280		36,125
Office Assistant	9,980		1,100		11,080

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

100% before 1st day / 75% during first week / 50% during 2nd week / 25% during 3rd week / 0 of the 3rd week

Degrees granted by the school [(261B.4(5))] Associate Degree

Offered in Iowa [(261B.4(11))] Associate Degree

① REFUND
POLICY

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: John Wenclawski

Suite: _____

Street: 596 W. Lamont Road
 City: Elmhurst
 State: IL
 Zip: 60125
 Country: USA
 Telephone Number (including country or area code): 630-532-5800

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))].
 Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

1. Pages 20-30 of Catalog
2. Pages 20-30 of Catalog
3. Enrollment Contract
4. Page 37 of Catalog
5. Page 20 of Catalog
6. Page 9 of Catalog

③ CATALOG

② ENROLLMENT CONTRACT

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Name: _____
 Suite: _____
 Street: _____
 City: _____
 State: _____
 Zip: _____
 Country: _____

Telephone Number (including country or area code): _____

Name, address, and title of the other officers and members of the legal governing body of the school:
[(261B.4(6))]

Officer Number 1

Name: Robert Panfil
Suite: _____
Street: 596 W. Lamont Road
City: Elmhurst
State: IL
Zip: 60125
Country: USA
Telephone No. (including country or area code): 630-532-5805

For officers 2 or more, add pages as needed:

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: David Wynne
Suite: _____
Street: 596 W. Lamont Road
City: Elmhurst
State: IL
Zip: 60125
Country: USA
Telephone Number (including country or area code): 630-532-5730

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

④ ACCREDITING
AGENCY

Name: Accrediting Council for Independent Colleges and Schools
Suite: 980
Street: 750 First Street, NE
City: Washington
State: DC
Zip: 20002-4223
Country: USA
Telephone Number (including country or area code): 202-336-6780
Contact Person: Albert Gray

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 2

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____
Contact Person: _____

Is this agency recognized by the U. S. Department of Education? ☐ Yes ☐ No

Accrediting Agency 3

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____
Contact Person: _____

Is this agency recognized by the U. S. Department of Education? ☐ Yes ☐ No

Accrediting Agency 4

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

Student records are scanned and filed electronically.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Eileen Greenan
Suite: _____
Street: 596 W. Lamont Road
City: Elmhurst
State: IL
Zip: 60125
Country: USA
Telephone Number. (including country or area code): 630-532-5380

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Alabama	AL Dept. of Postsecondary	P. O. Box 302130	Annette Funderburk	334-293-4651
	Education	Montgomery, AL 36130		
Illinois	IL Board of Higher Education	431 E. Adams Street	Dr. Daniel Cullen	217-782-2551
		Springfield, IL 62701		
Colorado	CO Dept. of Higher	1560 Broadway, Ste. 1600	Voni Oerman	303-866-2723
	Education	Denver, CO 80202		

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

All coursework is provided over the internet utilizing a Blackboard or Desire2Learn Learning Management System.
 Synchronous classes include Video interaction via Blackboard Collaborate between student and instructor.
 Learning Management System includes discussion boards, email, etc.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

☐ Yes ☒ No
 If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Do you:

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☐ Yes ☒ No

Do you intend to:

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☐ Yes ☒ No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

The last Iowa court reporting school AIB in Des Moines, is in teach-out. We provide an alternative. Also, Iowa students searching for court reporting programs on the internet will contact us.

We do not have plans to recruit Iowa faculty. However, if an Iowa based instructor is qualified and wishes to contact us, we would consider them as an adjunct for online instruction.

Name, address, telephone number and resume of employees in Iowa. Please identify which employees are full time.

Name: _____ Title: _____

Suite: _____

Street: _____

City: _____

State: _____

Zip: _____

Country: _____

Telephone Number (including country or area code): _____

* Resumes may be provided as attachments

Will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?
(See the *Iowa Code* for details)

☒ Yes ☐ No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "h"?

E-Page 39 & 40, F - Page 40 Sexual Abuse, G - Military Service, H - Child Abuse
(See the *Iowa Code* for details.) ☒ Yes ☐ No

⑨ ATTACHMENT

Please provide policies that comply with these requirements as attachments.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

☐ Yes ☐ No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Page 2 in the Auditor's report

(7) AUDIT	

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Library services are provided through the LMS. In addition they are provided access to both EBSCO and FPL online research databases.

Faculty and administration are accessible online or via telecommunications.

All students have access to counseling on personal issues through a confidential hotline and website:
www.guidanceresources.com

Attachment from ComPsych

(5) COMPSYCH

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Please see attached

RESPONSIBILITY
POLICY (6)

If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Attached

⑧ ORGANIZATION

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Page 57 & 58 of the catalog

③ CATALOG

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

OPE ID 022960 FY 2010 COHORT Default rate 2.8%

OPE ID 021887 FY2010 COHORT Default rate 7.1%

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

RM - 25,502

SE - 17,625


Entire = 21,564

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

RM - 7%
SE - 25%

SIGNATURE

Applicant School Chief Executive Officer

John Wenclawski	President
Name	Title
	6/10/13
Signature	Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.

Refund Policy

① REFUND
POLICY

For any student terminating the program of study after entering the school and before completing at least 60% of the payment period or period of enrollment, the statutory RETURN OF TITLE IV FUNDS policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during enrollment.

This institution will calculate the amount of Title IV aid that was earned based on time attended. Refunds will be calculated by the enrollment period. The institution will determine:

- The Title IV aid disbursed or that could have been disbursed
- The percentage of Title IV aid earned by the student and the dollar amount of the aid
- The total Title IV aid to be retained or returned by the school

The student will be obligated to pay for any tuition, fees, books or equipment not covered by Title IV funds. The student will be provided with a full refund for any portion of pre-paid tuition for a term if the student's academic program is discontinued by the school.

Prince Institute—Southeast refund policy is applied as follows:

Point of Withdrawal	Amount of Tuition Charged & Retained	Amount of Tuition Refunded to Student
Before 1 st Day of Class	0%	100%
Withdrawal during first week	25% + Technology Fee	75%
Withdrawal during second week	50% + Technology Fee	50%
Withdrawal during third week	75% + Technology Fee	25%
Withdrawal after third week	100% of Tuition and Fees	No Refund

Effective Date of Refund

For refund purposes, the official date of termination for tuition charges is the last date of recorded attendance. This is referred to as the Last Date of Attendance (LDA). The school must ensure that funds are applied to eliminate outstanding balances on loans and grants for the enrollment period in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans received on behalf of the student
- Federal Pell Grants awarded to the student
- Other Title IV assistance awarded to the student
- Other federal, state, private, or institutional student financial assistance received by the student

Postponement of Start Date and the Effect on Student's Rights to a Refund

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline for the new start date as set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Acts of 1981.

② ENROLLMENT
CONTRACT



Prince Institute

A STENOGRAPH SCHOOL

ENROLLMENT CONTRACT

- ☐ Judicial Reporting ☐ CART/Captioning
☐ Office Assistant ☐ Professional Transcription

Quarter Beginning: _____ Date: _____
Name: _____ Date of Birth: _____
Phone(s): _____ Social Security #: _____
Address: _____ City, State, Zip _____

For value received, I promise to pay Prince Institute \$3,000 per quarter tuition (subject to change) and all applicable fees listed in the current catalog. I further understand that I am responsible for the purchase of all required items (to wit: equipment, supplies, and textbooks) and the cost of these items is not included in tuition and fees and that these items, once purchased, become my property, and the school is not obligated to repurchase or otherwise credit my account for the return of such items. I understand that vacations and holidays will not affect tuition payment amounts or the dates due. I further understand that tuition rates and/or fees may be changed, as indicated in the current school catalog during my period of enrollment under this contract, to reflect reasonable increases or decreases in overhead and/or operating expenses; and by signing this contract I agree to pay any and all increases in quarterly tuition and fees. I understand that I may terminate my enrollment at any time and receive the amount of refund for which I am eligible, as indicated in the school catalog. I also understand that if collection costs or attorney fees are required to collect any amount of money owed to Prince Institute under this contract, I agree to pay such collection costs and/or attorney fees.

A late payment fee will be imposed one time each month that my account is in arrears. A late fee of \$25 will be assessed as of the 16th day of each month. Any invoice(s) unpaid or only partially paid by the assessment date will be subject to the late fee.

A returned check fee in the amount of \$40 will be imposed for each check returned by the bank for reasons of NSF (Non-Sufficient Funds) or Account Closed.

Student's Signature _____ Date _____

If student is under 19 years of age, contract must be signed by parent, spouse, and/or legal guardian.

I understand that I will be liable for the terms in this contract if the student fails to voluntarily meet the aforementioned obligations, regardless of the student's age at the time of graduation or withdrawal.

Parent, Spouse, and/or Legal Guardian's Signature

Date

Printed Name

Social Security Number

Address

Driver's License Number

City, State, Zip

Home and Work Phone Number(s)



Prince Institute
SOUTHEAST | A STENOGRAPH SCHOOL

2013 CATALOG

③ CATALOG

Aspire › Achieve › Advance





Prince Institute[®]

SOUTHEAST | A STENOGRAPH SCHOOL

2013 Catalog

7735 Atlanta Hwy
Montgomery, AL 36117
Phone: 334-271-1670
877-853-5569
www.princeinstitute.edu

Effective Date: March 11, 2013

Aspire › Achieve › Advance



A Stenograph School
596 W. Lamont Road
Elmhurst, IL 60126-1022

v.1, rev.3/8/13

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ACADEMIC CALENDAR

2013

Winter Quarter 2013

First Class Day	Monday, January 7, 2013
Sit Day	Wednesday, January 9, 2013
Course Drop/Add Deadline	Sunday, January 13, 2013
Institute Day	Monday, February 4, 2013
Midterm	Tuesday, February 7, 2013
Last Class Day	Monday, March 18, 2013
Spring Break	March 25 – April 5, 2013

Spring Quarter 2013

First Class Day	Monday, April 8, 2013
Sit Day	Wednesday, April 10, 2013
Course Add/Drop Deadline	Sunday, April 14, 2013
Institute Day	Tuesday, May 7, 2013
Midterm	Thursday, May 9, 2013
Memorial Day Holiday-- School Closed	Monday, 27, 2013
Last Class Day	Tuesday, June 18, 2013
Summer Break	June 24 – July 5, 2013

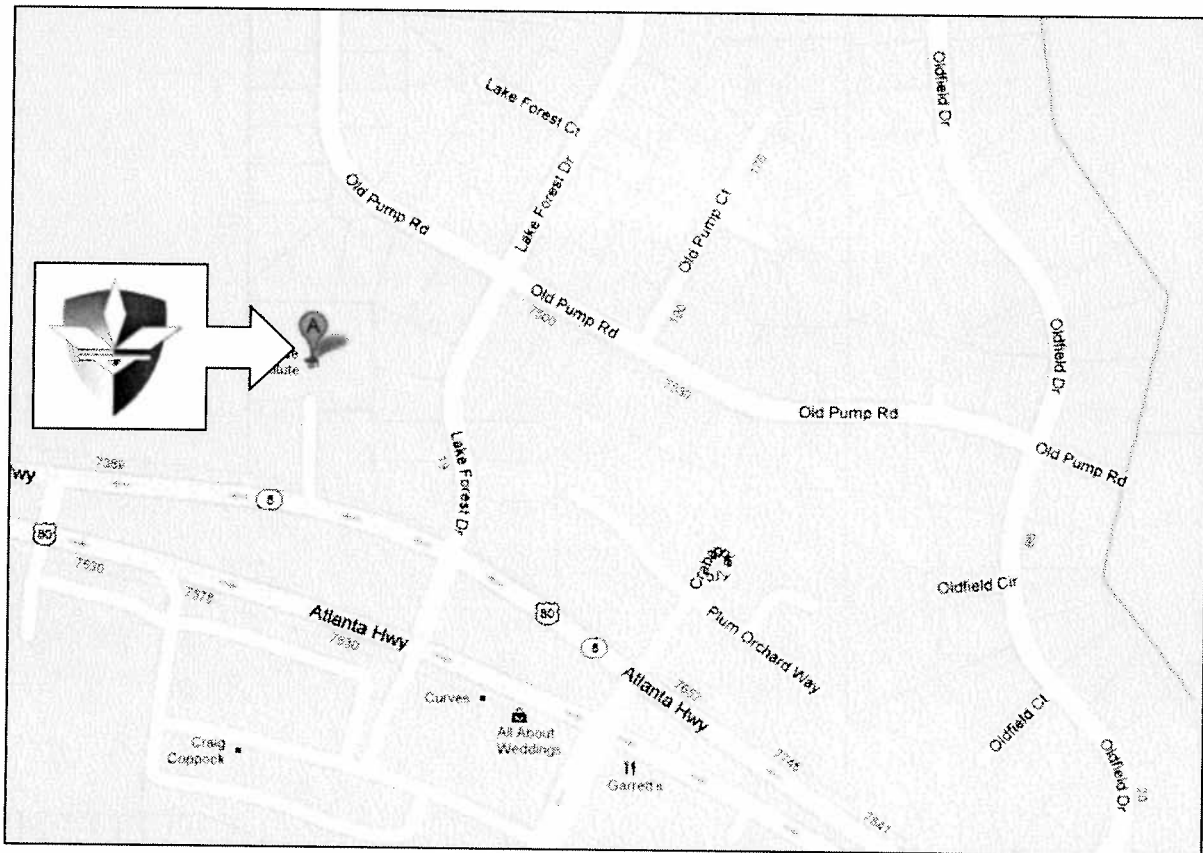
Summer Quarter 2013

First Class Day	Monday July 8, 2013
Sit Day	Wednesday, July 10, 2013
Course Add/Drop Deadline	Sunday, July 14, 2013
Institute Day	Wednesday, August 7, 2013
Midterm	Thursday, August 8, 2013
Labor Day Holiday-- School Closed	Monday, September 2, 2013
Last Class Day	Tuesday, September 17, 2013
Fall Break	September 23 – October 4, 2013

Fall Quarter 2013

First Class Day	Monday, October 7, 2013
Sit Day	Wednesday, October 9, 2013
Course Add/Drop Deadline	Sunday, October 13, 2013
Institute Day	Thursday, November 7, 2013
Midterm	Thursday, November 7, 2013
Thanksgiving Holiday-- School Closed	Thursday, November 27 - 29, 2013
Last Class Day	Wednesday, December 18, 2013
Graduation Ceremony	Thursday, December 19, 2013
Winter Break	December 23, 2013 – January 6, 2013

AREA ORIENTATION



Source: Google Maps, 2/2013

DIRECTIONS

Prince Institute- Southeast is located at 7735 Atlanta Hwy., Montgomery, AL 36117.

Take I-85 to the Mitylene Exit (Exit 11). From Montgomery turn left at the end of the exit ramp. From Atlanta turn right at the end of the exit ramp. This will put you on the Atlanta Highway. Go approximately 2 miles. You will pass Arrowhead subdivision, The Orchards, and Lake Forest subdivision on the right-hand side of Atlanta Highway. Turn right just before Moses & Moses, CPA. Prince Institute is to your right.

Contact Information

Telephone	334-271-1670 877-853-5569
Website	www.princeinstitute.edu

BOARD OF ADVISORS

Ms. Jackie Bonnett
Official Court Reporter
Fifteenth Judicial Circuit
Montgomery, AL

Ms. Janet Glace
Office Manager
Cardiology Associates
Montgomery, AL

Ms. Pat Higgins
Freedom Court Reporting
Montgomery, AL

Ms. Tasha Scott
Scott Realtime Reporting, LLC
Montgomery, AL

Ms. Mickey Turner
Freedom Court Reporting
Freedom Litigation Support
Birmingham, AL

Mr. Mike Turner
Freedom Court Reporting
Freedom Litigation Support
Birmingham, AL

Mr. Keith Werosh, Director of Campus Operations
Prince Institute
Schaumburg, IL

Mr. David Wynne, Senior Vice President of Education
Stenograph, LLC
Elmhurst, IL 60126

LICENSURE, APPROVAL, AND ACCREDITATION

Prince Institute—Southeast is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate degrees and certificates. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted as follows:

Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
Telephone 202-336-6780

Alabama Residents

Prince Institute is authorized by the Alabama Department of Postsecondary Education to operate as a private school pursuant to the Alabama Private School License Law. Prince Institute is approved to offer programs in Alabama by the Alabama Commission on Higher Education.

Prince Institute—Southeast is certified by the National Court Reporters Association (NCRA). NCRA can be contacted as follows:

National Court Reporters Association

8224 Old Courthouse Road
Vienna, VA 22182-3808
Telephone 1-800-272-6272

Prince Institute's programs are also approved for funding by the U.S. Department of Veterans Affairs for the Central Region. The VA can be contacted as follows:

U.S. Department of Veterans Affairs, Muskogee Region

125 S. Main Street
Muskogee, OK 74401-7025

GOVERNANCE AND CONTROL

Organizational Disclosure

The following is the corporate organization of the school: HEICO, Inc., Parent Corporation; Pettibone, L.L.C., managing corporation, reporting to HEICO, Inc.; Stenograph, L.L.C., controlling organization, reporting to Pettibone, L.L.C.; Prince Institute - Southeast, reporting to Stenograph, L.L.C.

Direct Stenograph Officers

John Wenclawski, President
Robert Panfil, Sr. Vice President of Finance
David Wynne, Sr. Vice President of Education

GENERAL INFORMATION

History

Prince Institute was founded in 1976 by Sara Prince, a teacher and former machine shorthand court reporter for the United States Air Force.

The school was approved by the Veterans Administration for veteran training on January 8, 1979.

In December of 1982, the National Court Reporters Association awarded the school its Certificate of Approval.

Increasing enrollment prompted the move to a larger facility on East Shirley Lane in the spring of 1984. In December of 1984, Prince Institute was awarded accreditation by the Accrediting Council for Independent Colleges and Schools.

In the summer of 1986, a branch school was opened in Mobile, Alabama, remaining in operation until the fall of 1991, at which time Prince Institute returned to a one-campus status.

Employing realtime skills, Prince Institute, in 1992, began working with personnel at Auburn University and Auburn University at Montgomery to assist students with profound hearing loss to more fully participate in the classroom.

In 1995, approval was granted to Prince Institute by the appropriate approval agencies to award associate degrees to students graduating from Prince Institute.

In January 2000, after 23 years as President of the Institute, Sara Prince retired to Florida to pursue a career as a writer.

Patricia Hill, a long-time instructor at Prince Institute, became the new President and owner of the school.

In April 2003, The Accrediting Council for Independent Colleges and Schools recognized Prince Institute as an honor roll institution.

In April 2004, Prince Institute was granted approval to offer courses through distance education. In September 2005, Stenograph acquired Prince Institute. Stenograph is the largest supplier of shorthand machines, software, and educational products to the court reporting and captioning professions.

Again in April 2009, The Accrediting Council for Independent College and Schools recognized Prince Institute as an honor roll institution.

In June 2009, Prince Institute was granted approval to offer CART/Captioning.

In August 2010, Prince Institute was granted approval to offer an Office Assistant certificate program.

In September 2011, Prince Institute was granted approval to offer a Professional Transcription degree program.

Philosophy

It is our belief that the work ethic will remain a vital feature of our society, and we sense that this ethic involves much more than a willingness to work. In its purer sense, it embodies a personal decision, at some point in life, to pursue what one perceives to be purposeful and rewarding work. It includes the willingness of that person to subscribe to a

discipline which will ensure that the knowledge and skills are acquired which will enable him/her to master the occupation chosen. After knowledge and skills are acquired, it embodies the practice of the occupation in such a way that every day the person has a sense of personal satisfaction that derives from a job well done.

Mission

The mission of this institution is to offer the best educational and training program possible, within the constraints of its resources, to enable graduates to take to the marketplace the highest possible level of job knowledge and skills. This level of knowledge and skills enables graduates to fill highly skilled and rewarding positions of responsibility.

Approach to Mission Accomplishment: Through information provided by national and state professional associations, specifically, the National Court Reporters Association (NCRA) and the Alabama Court Reporters Association (ACRA), together with the information provided by the Alabama Board of Court Reporters, practicing court reporters throughout the United States, members of the business community, members of the advisory board, and members of the Prince Institute corporate board partnered with its faculty and staff regularly familiarize and update themselves in the matter of training and education needed to produce competent entry-level employees. Armed with that information and dedicated to the realization of our established mission, the institution will:

- Maintain compliance with requirements set forth by the U.S. Department of Education, the Accrediting Council for Independent Colleges and Schools (ACICS), and the State of Alabama Department of Education.
- Maintain status as an NCRA-certified school by meeting at least the general requirements and minimum standards set out by NCRA.
- Undergo prescribed site visits by ACICS and NCRA for evaluation of level of compliance and continued accreditation and certification.
- Regularly update itself regarding current entry-level requirements for judicial reporters, captioners, office assistants, and professional transcriptionists by obtaining information from NCRA, ACRA, the Alabama Board of Court Reporters, the Administrative Office of Courts (AOC), Prince Institute Board of Advisors, and members of the business community.
- Maintain educationally sound curricula based on recommendations from the above-named entities.
- Employ faculty members whose educational, professional, and philosophical qualifications provide assurance that they can contribute to the accomplishment of the overall mission of the school.
- Encourage professional growth of its faculty members by encouraging active involvement in professional associations.
- Encourage faculty members to enhance their teaching credentials through participation in continuing education courses, especially the NCRA CRI, and the COI, CPTI, and CSI programs offered through Stenograph.
- Perform periodic classroom visits to evaluate the quality of instruction.
- Provide opportunities to students to critique both the courses and the instructors at the end of a quarter.
- Perform an analysis at the end of the quarter of students' written critiques of both the courses and the instructors and if necessary, take the corrective action needed.

- ✦ Employ staff members who are trained in the areas in which they are required to function and whose attitudes and personal philosophies equip them to operate as members of a team in pursuit of common goals.
- ✦ Provide staff with training opportunities at national and state-sponsored workshops and seminars to ensure that staff personnel operate with current information and technology.
- ✦ Maintain a low student/faculty ratio.
- ✦ Maintain a student selection process designed to enroll only those students believed to be capable of completing the programs offered.
- ✦ Review and supplement the student selection process as new information regarding factors influencing students' likelihood of success becomes available.
- ✦ Participate in federal student financial aid programs in order to offer a form of financial assistance to qualified candidates.
- ✦ Provide information on scholarships to students.
- ✦ Provide an honors program for students who aspire to scholastic achievements beyond the level announced in school programs.
- ✦ Explore extracurricular opportunities for students to enhance their professional development.
- ✦ Foster professional relationships with court officials, freelance reporters, captioners, and the business community in order to ensure high-quality interning venues for all students.
- ✦ Maintain or exceed current levels of retention and placement.
- ✦ Maintain 90 percent employer satisfaction with graduates' training.
- ✦ Maintain a physical plant which is accessible, eye-appealing, comfortable, and safe and which is spatially adequate and acoustically suited to its educational and training activities.
- ✦ Provide appropriate, modern, and well-maintained equipment sufficient in quantity to accomplish the school's training and education mission.
- ✦ Implement new technological developments pertaining to the fields of realtime reporting in a timely fashion as resources permit.
- ✦ Maintain a record and accounting system appropriate for student files and for the efficient operation of school business.
- ✦ Maintain a library available for student use at all times.

All items and activities listed above are ongoing and all contribute significantly to the accomplishment of the school's mission.

PERSONNEL

Administration

Keith Werosh, MAEd, Director, Campus Operations
Candace Shepherd, Campus Education Manager
Reginald James, Campus Business Manager
Debbie Field, MA, Dean of Academic Affairs
Sherry Hill, Admissions Representative
Jessica Munge, MA, Online Coordinator
Claudia Smith, Financial Aid Coordinator
Rosie McGhee, Office Assistant

Department Chairs

Judicial Reporting & CART/Captioning

Durden, Laura E., CRI
Certificate, Prince Institute, Montgomery, AL

Academics

Padgett, Ruth, CRI
B.S., University of Vermont, Burlington, VT
M.S., Troy University Montgomery, Montgomery, AL

Office Assistant & Professional Transcription

Staples, Greer A., CRI
B.S., University of Phoenix, Phoenix, AZ
MBA, University of Phoenix, Phoenix, AZ

Faculty

Chiappetta, Jennifer
B.S., Saint Xavier University, Chicago, IL
M.S., Walden University, Minneapolis, MN

Claborn, Gilbert L., CRI
B.A., University of Louisville, Louisville, KY
M.A., University of Alabama, Birmingham, AL

Culpepper, Kevin T.
B.A., Southeastern College, Lakeland, FL
B.S., Southwestern University, Waxahachie, TX
M.S., Troy University, Montgomery, AL

Dunn, Jenny, CCR, CRI
Certificate, Prince Institute, Montgomery, AL

Koda, Gwen, CRI
Certificate, Prince Institute, Montgomery, AL

Lee, Melissa S., CCR, CRI
Associate Degree, Prince Institute, Montgomery, AL

Lipford, Glendine, CSR, CRI
Associate of Applied Science, Institute of Dallas, Dallas, TX
B.S., Howard Payne University, Brownwood, TX

Roberts, Joan M., CRI
Certificate, Prince Institute, Montgomery, AL

Shirley, Helen P., CRI
B.S., Troy University Montgomery, Montgomery, AL

ADMISSIONS

Nondiscrimination Policy

It is the official policy of Prince Institute that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment at this institution.

Class Hours

Classes may be scheduled on campus between the hours of 8 a.m. and 10:30 p.m., Monday through Saturday. Online classes run Monday through Sunday (See academic calendar on page 6 for quarter end days).

Admission Requirements

Prince Institute will admit as regular students only persons having a high school diploma or GED certificate.

Prospective students are interviewed by the Admissions Representatives and the Financial Aid Coordinator who explain the characteristics of a successful, employable professional in the programs offered.

Commitment Statements and technology assessments are given to prospective students requesting admission to Prince Institute. All information obtained is used in a diagnostic and prescriptive manner to enhance the student's individual or group instruction. Assessment results aid in the correct placement of a student in the most appropriate level of training in a given program.

Strict confidentiality is observed in matters of interviewing and testing of prospective students.

Submission of a registration form, payment of the enrollment fee which is listed in the supplement, submission of a high school diploma, official transcript, or GED certificate, and approval for admission by the Director completes the initial admission requirements.

Required Transcripts for Transfer Credit or Advanced Standing

Acceptance of transfer credits will be at the discretion of the Dean of Academic Affairs. A request for transfer of credits must be made upon application for enrollment. The applicant's unofficial transcripts can be evaluated prior to enrolling. Prince Institute will begin the final evaluation of credits upon receipt of an **official transcript** from each postsecondary school the applicant has attended along with catalog course descriptions or course syllabi containing course descriptions in order that Prince Institute personnel may adequately assess the comparable nature of the completed coursework. Official transcripts must be received by the first day of the quarter the student intends to enroll. Delays in receipt and evaluation of the above may adversely affect plans for transfer of credits or funding of the student's education. It is the student's responsibility to check with the campus to ascertain that official transcripts have been received. See page 50 of the "Academic Policies & Procedures- Transfer Credit" section of this catalog for more detailed information.

Enrollment Fee

A fee of \$25 must be submitted when the student completes an Enrollment Agreement. The enrollment fee is refundable if the student is not accepted for enrollment or if his/her application is rescinded within 72 hours.

Registration

New students will be contacted by the Admissions Office to confirm each step of their registration process. Students will be required to attend a formal orientation (date will be specified by the Admissions department) prior to the first day of class. **Orientation is mandatory.** If a student is not able to attend due to unforeseen circumstances, the student must contact his/her Admissions Representative.

Readmission of Former Students

Students wishing to re-enter Prince Institute after a prior withdrawal must first obtain the permission of the Dean of Academic Affairs and/or the Campus Director. Students who have previously attended Prince Institute but who have not been enrolled for the past two quarters must pay a readmission fee which is nonrefundable unless the application for readmission is rescinded within 72 hours.

The reentering student will be given credit for successfully completed academic courses. Students who have been out for an extended period of time will be assessed on an individual basis.

The reentering student will be subject to the catalog that is in use at the time of readmission. If, during the absence, the student was enrolled at other colleges, transcripts for credit earned during the absence must be sent to Prince Institute.

DISTANCE EDUCATION

Prince Institute offers on ground and online courses for the convenience of its students. In compliance with the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions that offer courses or programs through distance education to have processes in place that verify or authenticate a student's identity, and the Family Educational Rights and Privacy Act of 1974 (FERPA), which addresses student privacy, Prince Institute has adopted the following policies:

Student Authentication

All online educational activities are conducted through a secure Learning Management System portal which may be accessed only through secure usernames and passwords issued to students at the time of enrollment. Enrollments, usernames, and passwords are updated each quarter and only active students, faculty, staff, and support personnel are allowed to maintain access to course sites.

Student Privacy

Student logins and passwords do not disclose student names, addresses, or other identifying information. Only approved Prince Institute educators, staff, faculty members, enrolled students, program and course evaluators, content authors, and technical support personnel are issued usernames and passwords to access the online educational environment and course sites. Enrollments, usernames and passwords are updated each quarter and only active students, faculty, staff, and support personnel are allowed to maintain access to course sites. Each student's grade data is viewable only by that student and his/her assigned instructor, Stenograph education management, and necessary technical support personnel. Students have the right to restrict display of information such as email addresses to classmates and observers if they choose to do so.

Admissions will review these policies with new students at enrollment and a signed and dated Student Authentication and Privacy Statement will be included in the student's enrollment packet.

Online Orientation

Prior to the start of the quarter, all new, online students must participate in an online orientation. This orientation session includes a review of school policies and procedures, an overview of resources and strategies for success, and an introduction to the online environment.

Online Course Information

Online courses allow students to fulfill the same course objectives as their onsite counterparts through the utilization of the virtual learning environment. The online courses may contain synchronous and asynchronous components. The requirements for being an online student are as follows:

- Willingness and ability to commit a minimum of thirty-five (35) hours per week for coursework
- Management and organization of time and resources to complete coursework
- Comfort and proficiency with communicating in writing via electronic means
- Comfort and proficiency with computer functions, including but not limited to: downloading, saving, and locating files on a computer; sending and receiving email attachments; utilizing search engines for research; and
- Ownership of the necessary equipment, software, and Internet connection (as described in the most current version of the Stenograph U User Guide)

Support Services

The online coordinator monitors online course delivery through the distance education learning platform, monitoring course site content, teacher and student activity and communications, and quality of instruction. The online coordinator is also available to orient and guide students to the proper resources if they need assistance in academic advising, technical support, guidance counseling, placement services, or counseling in general. For additional information on support services for online students, see Student Services, Policies, and Procedures.

To be considered for enrollment at Prince Institute, a student must certify that he or she possesses the following minimum technology requirements:

Technology Requirements

Students must certify that they possess the following <u>minimum</u> technology requirements. Once your enrollment to Prince Institute is complete you will receive an email to complete a technical assessment to ensure your computer meets the minimum technical specifications.	
Peripherals/Ports:	Monitor, printer, keyboard, mouse and appropriate USB ports required in order to operate Case CATalyst 13™ or higher required for most courses. Check course description;
Processor:	2 GHz Single core (equivalent) or higher processor
RAM:	2 Gb RAM for Windows XP SP3 & Vista, 4Gb RAM, for Windows 7 or Windows 8 or better required for steno speedbuilding testing, virtual-classroom, Performance eValuator and Case CATalyst.
Operating System:	Windows XP SP3, Vista, Windows 7 or Windows 8 Pro (32-Bit or 64-Bit versions)
Sound:	Sound card & speakers (headphones may be required)

	in classroom or other venues)
Drive:	CD-ROM or DVD-ROM drive;
Hard Disk Drive:	Adequate drive space for downloads in selected courses (varies by course);
Browser:	Microsoft™ Internet Explorer 8.0 for Windows XP SP3. Internet Explorer 8.0 or higher for Vista. Internet Explorer 9.0 or higher for Windows 7 or Windows 8. (Java, Flash and cookies enabled)
Additional Required Browser Settings:	https://stenograph.blackboard.com and http://theessentialpiece.com must be added as trusted sites. Additional settings are covered in the "Internet Explorer Settings for Blackboard" section of this guide.
Email:	Student email account which will be provided by the institution.
Video:	Video Graphics Accelerator Card
Software:	Windows word processor software such as Microsoft Word™ Microsoft Office suite™ is required software for students enrolled in the Office Assistant program and the Professional Transcription program.
Writing Machine & CAT Software:	Machine Shorthand and CAT students are required to have the following: a Wave, Protégé, élan Cybra, or Stentura 400SRT or comparable realtime-capable writing machine (programmed with the SmartWriter/Stentura software protocol). Student version of Case CATalyst 13™ or higher. (Output to StenoKeys is required to input text directly into the virtual classroom, discussion boards, test and Performance eValuator text areas). Shorthand writing machines that do not have the Stentura/SmartWriter communications protocol are not suitable.
Internet Connection:	A high-speed Internet connection is required for access to Stenograph U Online and the Performance eValuator. A high-speed connection is either a cable internet or mid to high level DSL connection. 3G & 4G wireless hotspot connections are unacceptable for online courses. Networked systems must be programmed to allow access to third party applications, and must have ports 8080 & 8011 opened to use virtual classroom tools and receive streaming media. Certain firewall features are not compatible with platform access and must be disabled to allow student participation. Contact Stenograph technical support for more details.
Other:	Power cord and surge protector for computer station. Sound recording software program such as Audacity may be required by your teacher for readback file creation and must be purchased separately. Specific port configurations may be required if accessing course through local area networks, wireless networks, or other configurations.

Your internet service should not time out; it should not allow pop-ups while you are in your course site, or prevent the receipt of audio, video, or streaming media.

The student's local conditions may affect the quality of materials received, speed of downloads or transmissions, accessibility, and processing time. Prince Institute cannot guarantee the quality of the student's transmission regardless of equipment used.

Personal computer, either a desktop or a laptop with a minimum of a Pentium 4, or equivalent processor. Please note that Apple/Mac computers are not supported at Prince Institute.

Special Notes:

While America Online (AOL) Internet connection service is acceptable, be advised that internet browsers provided by AOL, MSN TV (formerly WebTV) and the like are not supported and cannot be used to access courses. You should also have technical support from your Internet Service Provider (ISP) in place before beginning your online course of study. This support should include a toll-free number you can call immediately should you have difficulties in connection, reception, or hardware/software operation.

- The AOL browser is not compatible with the online classroom.
- Pop-up blockers and tool bars will interfere with the functions of the online classroom.
- Always disable antivirus software when loading new programs.
- High speed internet connection capable of supporting download speeds of at least 1000 kb/s and upload speeds of 700 kb/s. To verify your connection speed, you can visit www.dslreports.com/speedtest.

Attendance

Please see Online Attendance Policy, page 46.

Technical Assistance

Your Online Coordinator is available for technical assistance at onlinecoordinator@princeinstitute.edu or at 1-800-527-8366. If your issue is unable to be resolved at our campus, you may be directed to Stenograph Technical Support.

Technical Support

For Writer, Case Catalyst, Connectivity, and Stenograph U Online (SUO) issues please call: 1-800-323-4247 and press 2 for technical support then select your specific option. Please mention that you are a student at Prince Institute when you call; this will help ensure that you receive the appropriate technical support. Having your customer number, which is identical to your Blackboard username, will help expedite support. You may also email support@stenograph.com.

Technical support times are all in Central Time

Case Catalyst.....	Monday – Friday 7:00 a.m. to 8:00 p.m.
CaseView	Monday – Friday 9:00 a.m. to 5:00 p.m.
Writer Support.....	Monday – Friday 8:00 a.m. to 6:00 p.m.

Etiquette for Online Courses

Online courses have some added constraints not present in other courses. Communication in an online course is the written word. Because of this, body language, voice tone, and instantaneous listener feedback are absent. The following is a guide for appropriate etiquette for interaction in an online course:

- An online class is still a class, and comments that would be inappropriate in a regular class are inappropriate in an online class. Treat instructors and fellow classmates with respect.
- Classes are archived, so think carefully before posting comments. Be as concise as possible.
- Stick to the point. Re-read your posts before you send them to the class and edit for typos and errors.
- Do not type in all caps; this is regarded as shouting.
- Do not add your comments to a discussion before you read the comments of others. This is considered rude.

Do not create acronyms as shortcuts, and do not use "text-speak." The instructor might suggest some abbreviations that would be appropriate in his/her class.

Internet Access

Internet access is available in the classrooms. Please feel free to use this service as schedules permit, with the following restrictions:

- Social networking sites such as YouTube, Facebook, and other personal sites are not to be accessed by any student at any time. The campus reserves the right to restrict access to services deemed inappropriate at any time.
- Transcribing students (during class) may not access research sites.
- Internet access is provided for school-related work *only*. Limit your use to professional, not personal, applications. Please browse websites for academic purposes responsibly with good moral judgment, avoiding nudity, pornography, gore, violence, and offensive, vulgar language (written, spoken, or gestured).
- Students will be provided with a school email address for classroom and administrative purposes. Students may access their email during the class breaks. However, if an incoming email contains graphics or video that will require high bandwidth or is of questionable material, do not access that email while on campus.
- Use of the school Internet for downloading video or audio files other than for schoolwork is not permitted.

Computer Virus Disclaimer

Any malicious transferring of viruses as the result of an email message or attachment will be considered professional misconduct. Professional misconduct is subject to disciplinary action including being placed on probation, failing a graded course component, failing a course, or being dismissed. The school will not be liable for any indirect, special, incidental or consequential damages which may occur as a result of this type of misconduct.

ACADEMIC INFORMATION & POLICIES

College Levels

Freshman Level: 71 or less cumulative credit hours for Judicial and CART/Captioning; 41 or less for Professional Transcription.

Sophomore Level: 72 to 166 cumulative credit hours for Judicial; 72 to 173 for CART/Captioning; 42 to 91 for Professional Transcription.

Program Length

Program lengths vary depending on the chosen program of the student.

Units of Credit

Prince Institute operates on a quarter system, and its training programs are measured in quarter credit hours for purposes of determining the length of courses, programs, quarters, and the academic year.

One credit is given for each ten (10) hours of lecture, and one credit is given for each twenty (20) hours of lab classroom work. For internship activity, thirty (30) hours of actual fieldwork will be given one credit hour.

1 lecture credit = 10 hours

1 lab credit = 20 hours

1 internship credit = 30 hours

Levels of Award

Award	Award Name	Total Credit Hours	Maximum Timeframe	Designed for Completion Within
Degree	Associate Degree- Judicial Reporting	166	249	36 months
	Associate Degree- CART/Captioning	173	260	36 months
	Associate Degree- Professional Transcription	91	137	17 months
Certificate	Certificate- Office Assistant Program	61	92	12 months

Course Numbering Key

The first two or three letters of a course alphabetic prefix and the succeeding numeral in the numeric prefix (for courses other than Realtime Writing courses) indicate courses in the disciplines as outlined in the table below.

The numeral 1 at the beginning of the numeric prefix indicates a course for which there is no pre-requisite. There are two exceptions: 1) The number 1 or 2 at the beginning of a realtime writing (RW) course designates the speed designation for that course. For example, a numeric designation of 120 for an RW course identifies that the student is attempting speed at 120 words per minute.

Cart/Captioning	Judicial Reporting	Academic	General Education
CCC	RTH	JRC	BUS
CCT	RLT	PRC	ENG
PRC	RJC	TRJ	GEN
RWC	RQA	JRP	LAW
RWD	RCE	TEJ	MED
RJC	RTD	THY	TEG
RQA	RMD		HTH
RLT			

JUDICIAL REPORTING ASSOCIATES DEGREE

Realtime Reporting in the judicial environment has become an increasingly technical occupation, requiring highly skilled reporters, computers, and software programs to produce official transcripts of legal proceedings. Prince Institute has specialized in reporter training, equipping graduates with the tools needed to move them into the rapidly changing environment of realtime reporting. Successful completion of the program provides a firm foundation upon which to build a successful, rewarding career. A judicial reporting graduate may be employed as an official reporter (working for a judge) or may work for a firm or as an independent contractor, oftentimes working from home. Students completing this curriculum are qualified to fill highly skilled positions of responsibility as verbatim official reporters for the courts or as verbatim freelance reporters for private reporting firms.

Program Objectives

- Students' machine shorthand speed will be developed to a level of 225 words per minute (wpm) so that students will be prepared to sit for the national and state certification exams.
- Students' competencies will be developed in those areas in which a judicial reporter is expected to have expertise; specifically, preparation of transcripts using computer-aided transcription (CAT) software, machine shorthand, realtime writing, and knowledge of other technology critical to the success of the working reporter.
- A variety of academic courses in the disciplines of English, law, and medicine will prepare students with the knowledge and skills necessary to pass the written knowledge portion of the national Registered Professional Reporter (RPR) exam and to perform their duties as judicial reporters and to communicate with other legal professionals.
- Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics appropriate to the reporting profession.



Judicial Reporting 12-Quarter Program of Study

Quarter	Course Number	Course Title	Course Credit Hours	Contact Hours	Quarter Credit Hours
First	BUS100	STRATEGIES FOR SUCCESS	3	30	13
	RTH100	INTRODUCTION TO REALTIME REPORTING	6	80	
	TEG100	INTRODUCTION TO COMPUTERS	4	40	
Second	ENG110	ENGLISH COMPOSITION I	3	30	15
	RTH110	THEORY I	12	160	
Third	ENG120	ENGLISH COMPOSITION II	3	30	15
	RTH120	THEORY II	12	160	
Fourth	ENG210	ENGLISH FOR REALTIME REPORTERS I	4	40	16
	RTH130	THEORY III/TRANSITION TO SPEEDBUILDING	12	160	
Fifth	ENG220	ENGLISH FOR REALTIME REPORTERS II	8	80	14
	RJC080	80 JC	2	45	
	RLT080	80 LIT	2	45	
	RQA080	80 QA	2	45	
Sixth	LAW200	INTRODUCTION TO LAW	6	60	13
	RCE200	BEGINNING CURRENT EVENTS DICTATION	1	20	
	RJC100	100 JC	2	45	
	RLT100	100 LIT	2	45	
	RQA100	100 QA	2	45	
Seventh	HTH210	HEALTH STUDIES	6	60	13
	RJC120	120 JC	2	45	
	RLT120	120 LIT	2	45	
	RQA120	120 QA	2	45	
	RTD210	BEGINNING TECHNICAL DICTATION	1	20	
Eighth	RJC140	140 JC	2	45	13
	RLT140	140 LIT	2	45	
	RMD220	BEGINNING MEDICAL DICTATION	1	20	
	RQA140	140 QA	2	45	
	TEJ210	JUDICIAL REPORTING TECHNOLOGY	6	80	
Ninth	JRP300	DEPOSITION PROCEDURES	4	40	14
	RCE300	ADVANCED CURRENT EVENTS DICTATION	1	20	
	RJC160	160 JC	2	45	
	RLT160	160 LIT	2	45	
	RQA160	160 QA	2	45	
	TRJ300	DEPOSITION TRANSCRIPTION	3	40	

Quarter	Course Number	Course Title	Course Credit Hours	Contact Hours	Quarter Credit Hours
Tenth	JRP310	COURTROOM PROCEDURES	4	40	14
	RJC180	180 JC	2	45	
	RLT180	180 LIT	2	45	
	RQA180	180 QA	2	45	
	RTD310	ADVANCED TECHNICAL DICTATION	1	20	
	TRJ310	APPEALS TRANSCRIPTION	3	40	
Eleventh	BUS330	BUSINESS BASICS	4	40	13
	JRC300	RPR WKT PREP COURSE	2	30	
	RJC200	200 JC	3	65	
	RMD320	ADVANCED MEDICAL DICTATION	1	20	
	RQA200	200 QA	3	65	
Twelfth	JRC310	RPR SKILLS PREP COURSE	2	40	13
	JRP320	JUDICIAL REPORTING PRACTICUM	3	80	
	RQA225	225 QA	8	160	
TOTAL			166	2580	166

Graduation Requirements

All courses listed in the judicial reporting curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum for graduation in a reasonable sequence of progression within twelve successive quarters.

Specific requirements for skills are as follows:

Students enrolled in the judicial reporting program must pass, with a minimum of 95 percent accuracy, a total of nine speed tests, each at least five minutes long, from unfamiliar material, in the following categories:

- Three 225 wpm tests, two-voice testimony (QA).
- Three 200 wpm tests, jury charge (JC).
- Three 180 wpm tests, literary (LIT).

After completing all 180 wpm courses, all students must serve a practicum of at least 80 hours (see course description for JRP320) and produce a transcript of at least 60 pages. In addition, the student must submit a practicum record verifying the time spent with the supervising reporters and a written narrative summarizing the practicum experience.

Students must successfully complete both the written and skills portions of a simulated certification exam (see course descriptions for JRC300 and JRC310).

Students must also complete a quota of production work (10-page and 5-page documents in prescribed time periods) in the preparation of transcripts.

An Associate's Degree in Judicial Reporting is awarded to students who satisfactorily complete all the graduation requirements.

Students must have discharged all financial obligations to Prince Institute before the associate degree will be issued. Students will be assessed a graduation fee payable before graduation.

REALTIME REPORTING ASSOCIATE DEGREE WITH A CONCENTRATION IN CART & CAPTIONING

Realtime Reporting in the communication access and broadcast captioning field is a highly technical occupation requiring skilled reporters, computers, and software programs to produce instantaneous translation of the spoken word into written language so that information can be accessible to all participants of live proceedings or viewers of broadcast programs. Prince Institute has specialized in reporter training, equipping graduates with the tools needed to move them into the rapidly changing environment of realtime reporting. This program is an extension of the Associate Degree in Realtime Reporting program, providing an additional area of concentration for those who wish to use their realtime skills in venues other than judicial reporting.

The overall objective of the CART/Captioning program is to equip graduates with the tools they need to fill highly skilled positions as CART providers and/or broadcast captioners. Successful completion of the program provides a firm foundation upon which to build a successful, rewarding career. A Communication Access Realtime Translation (CART) provider may be employed with a firm or as an independent contractor, providing CART services in person or remotely in a variety of settings wherein a person who is deaf or has hearing or other disabilities may require translation of the spoken word. A broadcast captioner also may be employed with a firm or as an independent contractor, providing captioning services for live broadcasts or webcasts. Students completing this curriculum are qualified to fill highly skilled positions of responsibility as CART providers or broadcast captioners.

Program Objectives

- Students' machine shorthand speed will be developed to a level of 225 words a minute so that students will be prepared to sit for the national certification exams.
- Students' competencies will be developed in those areas in which a CART provider and broadcast captioner are expected to have expertise; specifically, realtime writing, CART and captioning technology, preparation of realtime translation and captioned translation using realtime translation software, and knowledge of other technology critical to the success of the working reporter.
- A variety of academic courses in the disciplines of English, law, and medicine will prepare students with the knowledge and skills necessary to pass the written knowledge portion of the national CCP and CBC exams.
- Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics appropriate to their chosen professions.

Realtime Reporting in CART & Captioning Program Curriculum

Program of Study

Course Number	Course Name	Credit Hours
ENG131	BASIC ENGLISH	4
ENG132	VOCABULARY AND SPELLING	4
ENG231	ENGLISH I	4
ENG 232	ENGLISH II	4
LGL121	LEGAL PRINCIPLES AND TERMINOLOGY	4
MED170	MEDICAL TERMINOLOGY	4
PRC160	FUNDAMENTALS OF COLLEGE & CAREER SUCCESS	1
PRC161	PROFESSIONAL DEVELOPMENT	4
RWD211	CURRENT EVENTS DICTATION	2
RWD212	MEDICAL DICTATION	2
RWD213	TECHNICAL DICTATION	2
RWJ100	100 JURY CHARGE	2
RWJ120	120 JURY CHARGE	2
RWJ140	140 JURY CHARGE	2
RWJ160	160 JURY CHARGE	2
RWL100	100 LITERARY	2
RWL120	120 LITERARY	2
RWL140	140 LITERARY	2
RWL160	160 LITERARY	2
RWL180	180 LITERARY	2
RWQ100	100 QA	2
RWQ120	120 QA	2
RWQ140	140 QA	2
RWQ160	160 QA	2
RWQ180	180 QA	2
RWQ200	200 QA	2

RWQ225	225 QA	6
RWS210A/B/C	SPEEDBUILDING LAB	1
RWT111	REALTIME WRITING THEORY I	12
RWT212	REALTIME WRITING THEORY II	12
RWT213	REALTIME WRITING THEORY III	12
RWT214	REALTIME WRITING THEORY TRANSITION	6
TEC151	KEYBOARDING	3
TEC251	BEGINNING TECHNOLOGY	3
TRL240/A/B/C	TRANSCRIPTION LAB	1
	(TOTAL OF THREE ELECTIVES FROM THE TWO CHOICES ABOVE REQUIRED IN CURRICULUM)	1
TOTAL CORE		122

General Education

Course Number	Course Name	Credit Hours
GND101	EFFECTIVE COMMUNICATION	4
GN105	INTRODUCTION TO MICROCOMPUTING	3
GND202	COLLEGE ENGLISH	4
GND204	LIFE SCIENCE	4
TOTAL GENERAL EDUCATION		15

Other Courses: Specific to the CART/Captioning Curriculum

Course Number	Course Name	Credit Hours
CCC181	INTRODUCTION TO CART/CAPTIONING	4
CCC281	CART PRACTICUM	2
CCC282	CAPTIONING PRACTICUM	2
CCT281	CART TECHNOLOGY I	3
CCT282	CAPTIONING TECHNOLOGY I	3
CCT283	CART TECHNOLOGY II	3
CCT284	CAPTIONING TECHNOLOGY II	3

CCT285	CART TECHNOLOGY III	4
CCT286	CAPTIONING TECHNOLOGY III	4
PRC262A	CCP WKT PREP	1
PRC262B	CCP SKILLS TEST PREP	2
PRC263A	CBC WKT PREP	1
PRC263B	CBC SKILLS TEST PREP	2
RWL200	200 LITERARY	2
TOTAL OTHER COURSES		36
OVERAL TOTAL FOR PROGRAM		173

Graduation Requirements

All courses listed in the CART/Captioning curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum for graduation in a reasonable sequence of progression within 12 quarters. Specific requirements for skills are as follows:

Students enrolled in the CART/Captioning program must

- Write three five-minute 200 words-a-minute literary material takes with 96 percent verbatim accuracy (CART requirement)
- Write three five-minute literary broadcast material takes at 180 words a minute at 96 percent verbatim accuracy (Captioning requirement)
- Prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience
- Submit unedited captioned translations of three 15-minute programs on varied topics for course evaluation taken from the internship experience
- Complete 20 hours of research and dictionary preparation and 40 hours of writing for a total of 60 hours CART internship experience
- Complete at least 20 hours of research and dictionary preparation and 40 hours of actual writing for a total of 60 hours Captioning internship experience
- Submit for each of the internship experiences a narrative report summarizing the internship experience and a signed internship verification form.

An Associate Degree in Realtime Reporting with a Concentration in CART/Captioning is awarded to students who satisfactorily complete all the graduation requirements.

Students must have discharged all financial obligations to Prince Institute before the associate degree will be issued. Students will be assessed a graduation fee payable before graduation.

Merit Recognition

Students who have shown exceptional aptitude for machine shorthand and have worked at a higher level of achievement will be given special recognition at graduation as a merit student. Students who achieve the merit recognition will have met the following requirements:

- Maintained an overall average of 97% or better on speed tests.
- Maintained grades of A or B in all courses.

PROFESSIONAL TRANSCRIPTION ASSOCIATE DEGREE

Professional transcription assesses a wide range of transcription services, from providing transcripts of legal and medical dictation to transcribing recorded business meetings, presentations, investigations, sermons – in short, anything that can be recorded and needs to be put into written form. A professional transcriptionist may work in an office or for a transcription firm but is very likely to be an independent contractor, often working from home. A professional transcriptionist must have excellent English language skills as well as proficiency in keyboarding, word processing programs, and use of the computer for such activities as electronic file transfer and storage. Prince Institute has specialized in voice-to-text production throughout its history of training court reporters. Many of the same knowledge, skills, and abilities are used by the professional transcriptionist.

Program Objectives

The overall objective of the Professional Transcription associate degree program is to equip graduates with the tools they need to fill entry-level positions in a wide range of transcription services. Students may enroll specifically for this degree program. It also serves as an alternative career choice for students in the Realtime Reporting associate degree programs who want to complete a somewhat shorter program. Students in the Office Assistant certificate program may want to continue their studies by completing this program to enhance their employment opportunities.

Specific knowledge, skills and abilities include the following:

- Students' keyboarding skills will be developed to a minimum level of 50 words a minute with no more than five (5) errors.
- Students' technical skills will be developed using industry-standard computer and transcribing equipment and software.
- Students' competencies will be developed in those areas in which a professional transcriptionist is expected to have expertise; specifically, oral and written communication skills; the ability to create, proofread, and edit transcripts in a wide variety of areas; and knowledge of general office procedures.
- Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics and etiquette appropriate to business settings.

Graduation Objectives

All courses listed in the professional transcription curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum in a reasonable sequence of progression within six quarters.

Specific requirements for skills are as follows:

- Students enrolled in the professional transcription program must pass a minimum of three 5-minute speed tests in keyboarding with a score of 60 net words a minute with no more than five (5) errors.
- Students must complete a practicum of at least 180 hours in business offices and transcription services. In addition, the student must submit a practicum record verifying the time spent with the supervising personnel and a written narrative summarizing the practicum experience.
- Students must pass the Microsoft Office Specialist: Word certification exam. Students will be encouraged to attempt additional Microsoft Office Specialist certifications.
- An Associate Degree in Professional Transcription is awarded to students who satisfactorily complete all the graduation requirements.
- Students must have discharged all financial obligations to Prince Institute before the degree will be issued. Students will be assessed a graduation fee payable before graduation.

Professional Transcription Degree Program Curriculum**Sample Six-Quarter Program of Study**

Quarter	Course Number	Course Title	Course Credit Hours	Contact Hours	Quarter Credit Hours
First	BUS100	STRATEGIES FOR SUCCESS	3	30	17
	ENG110	ENGLISH COMPOSITION I	3	30	
	BUS110	BUSINESS MATHEMATICS	4	40	
	TEG100	INTRODUCTION TO COMPUTERS	4	40	
	TEK110	KEYBOARDING I	3	50	
Second	ENG120	ENGLISH COMPOSITION II	3	30	13
	BUS120	OFFICE PROCEDURES	4	40	
	TEA110	COMPUTER APPLICATIONS- WORD PROCESNG	3	50	
	TEK120	KEYBOARDING II	3	50	
Third	ENG130	BUSINESS COMMUNICATION	6	80	17
	BUS130	HUMAN RELATIONS	4	40	
	TEA120	COMPUTER APPLICATIONS- SPREADSHEET	4	70	
	TEK130	KEYBOARDING III	3	50	
Fourth	LAW200	INTRODUCTION TO LAW	6	60	15
	TEA130	COMPUTER APPLICATIONS- PRESENT & EMAIL	4	60	
	TEK140	TRANSCRIPTION SPEEDBUILDING	2	40	
	TRG100	GENERAL TRANSCRIPTION	3	40	
Fifth	BUS330	BUSINESS BASICS	4	40	16
	HTH210	HEALTH STUDIES	6	60	
	TRL200	LEGAL TRANSCRIPTION	6	80	
Sixth	BUS220	BUSINESS PRACTICUM	7	200	13
	TRM210	MEDICAL TRANSCRIPTION	6	80	
TOTAL			91	1260	91

OFFICE ASSISTANT CERTIFICATE

An office assistant may work in a variety of settings, from solo-practitioner businesses to governmental offices, on a temporary or permanent basis. The office assistant may serve as a receptionist, clerk, or record-keeper, for example, and assist other staff members with administrative details and office functions.

The training that Prince Institute provides equips a student with the foundational knowledge and skills required to enter the job market. These include knowledge of basic computer applications, such as word processing, spreadsheets, and presentation software; general office procedures; and basic mathematical computations. A strong emphasis is placed on developing oral and written communication skills, sound interpersonal relationships, and the ability to handle several demands at the same time.

Program Objectives

The overall objective of the Office Assistant Certificate Program is to equip graduates with the tools they need to fill entry-level positions in a variety of business offices. Specific knowledge, skills and abilities include the following:

- Students' keyboarding skills will be developed to a minimum level of 50 net words a minute with no more than five (5) errors.

- Students' competencies will be developed in those areas in which an office assistant is expected to have expertise; specifically, oral and written communication skills; the ability to perform basic mathematical computations; the ability to create, proofread, and edit business communication; and knowledge of general office procedures.
- Students will develop personal grooming habits, interpersonal communication skills, and knowledge of professional ethics and etiquette appropriate to business settings.

Graduation Objectives

All courses listed in the office assistant curriculum must be satisfactorily completed. All courses are scheduled in such a way that every student has the opportunity to complete the curriculum in a reasonable sequence of progression within four quarters.

Specific requirements for skills are as follows:

- Students enrolled in the office assistant program must pass a minimum of three 5-minute speed tests in keyboarding with a score of 50 net words a minute with no more than five (5) errors.
- Students must complete a practicum of at least 180 hours in local business offices.
- Students must pass the Microsoft Office Specialist: Word certification exam. Students will be encouraged to attempt additional Microsoft Office certifications.
- Students must have discharged all financial obligations to Prince Institute before the certificate will be issued. Students will be assessed a graduation fee payable before graduation.

Office Assistant Certificate Program Curriculum

Sample Four-Quarter Program of Study

Quarter	Course Number	Course Title	Course Credit Hours	Contact Hours	Quarter Credit Hours
First	BUS 100	STRATEGIES FOR SUCCESS	3	30	17
	ENG 110	ENGLISH COMPOSITION I	3	30	
	BUS 110	BUSINESS MATHEMATICS	4	40	
	TEG 100	INTRODUCTION TO COMPUTERS	4	40	
	TEK 110	KEYBOARDING I	3	50	
Second	ENG 120	ENGLISH COMPOSITION II	3	30	13
	BUS 120	OFFICE PROCEDURES	4	40	
	TEA 110	COMPUTER APPL- WORD PROCESSING	3	50	
	TEK 120	KEYBOARDING II	3	50	
Third	ENG 130	BUSINESS COMMUNICATION	6	80	17
	BUS 130	HUMAN RELATIONS	4	40	
	TEA 120	COMPUTER APPL- SPREADSHEET	4	70	
	TEK 130	KEYBOARDING III	3	50	
Fourth	BUS 220	BUSINESS PRACTICUM	7	200	14
	TEA 130	COMPUTER APPL- PRESENTATION & EMAIL MGT	4	60	
	TRG 100	GENERAL TRANSCRIPTION	3	40	
TOTAL			61	900	61

GENERAL GRADUATION REQUIREMENTS

Graduation Requirement Policy

Students who have mastered the objectives of their chosen program and have a cumulative grade point average of at least 2.0 are eligible to graduate. Students eligible for graduation will be assessed a graduation fee. The following requirements must be met:

- The student shall pass all courses in the program, completing all requirements for each course.
- The student shall maintain satisfactory progress and a minimum CGPA of 2.0.
- The student must complete an exit interview and must satisfy all financial obligations to Prince Institute.
- If the student exceeds the Maximum Time Frame for Completion of the program but continues as an Extended Enrollment student and wishes to complete the program and earn a Certificate, the same minimum requirements as listed above must be attained.

Additional Requirements for Realtime Reporting Students

In addition to the above requirements, realtime reporting students must also achieve the following to be eligible to graduate:

- The student shall be able to write a simulated Registered Professional Reporter (RPR) skills test and transcribe the same in 3.5 hours with a goal of 95% accuracy.
- The student shall be able to produce a 5-page, first-pass realtime transcript with a goal of 95% translation rate using a realtime system.
- The student shall complete all internship requirements as outlined in the internship packet, including at least 40 verified hours of writing and 10 verified hours of observation.

Merit Recognition

Students who have shown exceptional aptitude for machine shorthand and have worked at a higher level of achievement will be given special recognition at graduation as a merit student. To achieve the merit recognition, students must maintain greater than 97% accuracy average transcription rate throughout the program and maintain grades of A or B in all academic courses.

State Licensure/Certification

The State of Alabama requires all reporters who wish to practice in Alabama to be licensed by means of application and examination. Applicants for licensure must pass the Written Knowledge Examination administered by the NCRA and must pass the Alabama Skills Examination or provide documentation of having passed the NCRA RPR Examination. The skills examination tests the applicant's ability to write Literary material at 180 wpm, Jury Charge material at 200 wpm, and two-voice Question and Answer testimony at 225 wpm.

Graduation Ceremonies

Graduation is the formal celebration of one's accomplishment. Prince Institute holds graduation ceremonies twice per year, once in the spring and once in the fall (see the School Calendar for more specifics). The entire student body is encouraged to attend the ceremony in support of their peers' accomplishments. The ceremony is one of the most rewarding experiences of one's matriculation, and should be treated with all of the professionalism, pomp, and circumstance it deserves.

FINANCIAL INFORMATION

What is the Cost of Attendance?

The following information is current as of the date of catalog publication. However, all costs are subject to change. Payment arrangements must be completed prior to the start of the term.

Tuition

Tuition and technology fees are charged to students on a quarterly basis and billed at the beginning of each quarter. Students enrolling for a program are guaranteed that tuition will be billed at the rate in effect at the time of their initial enrollment, including annual increases as indicated on their enrollment agreement, for the estimated program length. Students who exceed their estimated program length are subject to the prevailing tuition rate.

Tuition increases every other year in July. Notification of tuition increases are provided at least 30 days prior to the effective date of increase. The institution reserves the right to increase tuition or other fees at other times as necessary.

Fees

Enrollment Fee	<i>Payable upon completion of Enrollment Agreement</i>	\$ 25
Re-enrollment Fee	<i>Payable upon re-enrollment after withdrawal</i>	\$ 75
Official Transcript Fee	<i>Copies or originals</i>	\$ 10
Credential Replacement Fee	<i>Replacement diploma or certificate</i>	\$ 10
Graduation Fee	<i>Payable upon completion of Exit Interview</i>	\$ 75
Returned Check Fee	<i>Payable upon NSF notice (per occurrence)</i>	\$ 40
Competency Exam Fee	<i>Payable upon receipt of exam (per occurrence)</i>	\$ 75
Late Registration Fee	<i>Payable upon failure to register on-time (returning students)</i>	\$ 40

The enrollment fee, fees paid for books, supplies, and the technology fees are not refundable after Sit Day.

Shorthand Machine and Student Software Purchase

The student will be expected to supply his or her own shorthand machine and student Case CATalyst and/or MS Office software. Costs for these items are not included in the tuition, but are explained on the enrollment agreement. New Stenograph machines and Case CATalyst software may be purchased through the school at a significant discount from retail, or the student may take advantage of the Stenograph Rent-To-Own program.

Textbooks and Supplies

Textbooks are purchased as required on a quarterly basis. Prices are subject to revision without notice. Many of our textbooks are accompanied by access to online content. In most cases, access to the online content cannot be resold. Ensure that any used purchases that require online access are in new, sealed packaging. When in doubt, check with the campus to see if the textbook requires online content.

Payments and Late Fees

Tuition and fees are due on or before the first day of each quarter. If payment is made in full the first week of the quarter, the student will receive a 3% (three percent) tuition discount.

All students are required to make nominal cash payments each quarter. Payments may be made monthly or quarterly depending on the student's financial arrangement with Financial Aid. Students are required to provide a credit card authorization form for automatic monthly/quarterly payments.

Textbooks that are charged by the students will be posted to the students' accounts as the textbooks are purchased within the first two weeks of the quarter.

Sit Day Policy

The third (3rd) class day of the term is referred to as "Sit Day." Students who attend on that day or beyond, will be charged tuition based on the pro-ration table listed under the "Refund Policy" below. The days and dates of the Sit Day for each term are identified on the school calendar.

Returned Check Fee

A \$40.00 fee will be charged on all returned checks showing "Insufficient Funds" or "Account Closed." This fee is subject to change at the discretion of the Director of Financial Aid.

Delinquent Student Accounts

A student who is in arrears with payment arrangements through the fourth week of the quarter will not be allowed to remain enrolled in class. A student who is in arrears on his/her account balance at the end of the quarter may not register for the upcoming quarter until the account balance has been paid. For all delinquent accounts, satisfactory payment arrangements must be made and approved by the Financial Aid Coordinator and/or Director.

Indebtedness

Prince Institute reserves the right to withhold transcripts, grades, and diplomas from any student who has not met his or her full financial obligations to or to students who have failed to return steno machines in good working order with all accessories, as well as books, tapes, or CDs to any library used by Prince Institute students.

FINANCING YOUR EDUCATION

There are several methods by which a student can finance his/her education. While college is no small investment, there is a financing plan that can often be found. Your Financial Aid Coordinator will work with you individually to find the best plan for your particular financial situation. Each student's financial plan is private and unique to each individual. Students should not make comparisons with one another with regard to their financial packaging.

Title IV Assistance

Prince Institute, through the Office of Financial Aid, provides assistance for those who qualify by the administration of Title IV Federal Student Aid Funds. Prince Institute participates only in the Pell, Direct Stafford (subsidized and unsubsidized), and Direct PLUS programs.

The Pell Grant and Subsidized Stafford Loan are need-based awards. A student's resources are evaluated on the appropriate needs-analysis system.

A non-need student is eligible for the PLUS Loan (i.e. a loan to parents on behalf of a dependent student) or an Unsubsidized Stafford Loan (e.g. loan to an independent student).

Both need and non-need students must complete and submit the following:

- The application for the Free Application for Federal Student Aid (FAFSA)
- Direct Loan Master Promissory Note (MPN)
- If selected for verification, the student may be asked to submit additional documentation *

Financial aid applications and required supporting documentation should be submitted as far in advance of starting classes as possible to allow adequate time for processing. Enrollment of those students who have not submitted all required material within the first week of the start of classes may be terminated at the discretion of the Campus Director.

If you feel you have special circumstances regarding your funding, contact the Office of Financial Aid to discuss your options.

* Financial aid records are potentially selected by the central processing system for a process known as verification. Financial Aid will notify those students selected for verification. These students will be required to follow a specific process as outlined in the **Prince Institute Financial Aid Packet** for completing the verification process. Students who do not provide the requested verification documentation within 30 days may be placed on self-payment.

The following criteria are used for the purpose of determining the maximum amount of Stafford Loans per academic year:

1st year student: 0 - 44 quarter credit hours
2nd year student: 45 - 90 quarter credit hours
3rd year student: 91 - 135 quarter credit hours
4th year student: 136 - 166 quarter credit hours

In order to receive Title IV funding, a student must be enrolled at least half-time and must be attempting a minimum of six (6) credit hours. The status is calculated as follows:

12 credit hours or more = Full time
9 – 11 credit hours = Three-quarter time
6 – 8 credit hours = Half time

To maintain financial aid eligibility, students must make satisfactory academic progress (See the Satisfactory Academic Progress (SAP) Policy).

The Stenograph "WIN" (When In Need) Scholarship Eligibility Guidelines

The Stenograph WIN Scholarship is a tuition award of \$100, based on academic achievement and financial need.

Students actively enrolled in a program of study at Prince Institute who meet all of the following criteria are eligible to apply.

- The student must have attended Prince Institute for at least four quarters.
- The following standards of satisfactory academic progress must be met:

- a cumulative Grade Point Average (GPA) of at least 2.0
- an overall Percentage of Completion rate of at least 70 percent.
- During the application quarter, the following criteria must be met:
 - an enrollment status of at least half time
 - a quarterly GPA of at least 3.0
 - completion by the final day of the application quarter of all credit hours attempted; a grade of "Incomplete" will render the student ineligible for the scholarship
 - attendance of at least 80 percent in all courses
- The student will not qualify for the scholarship if he or she is repeating a course in the application quarter.

Eligible students must complete an application form and submit it along with any requested documentation to the Director of their Prince Institute campus no later than the last day of the current quarter in order to be considered for the scholarship.

The scholarship recipient will be chosen from among the eligible applicants by a committee appointed by the Director and consisting of the Director and four other Prince Institute/Stenograph employees.

One award per quarter will be made at each Prince Institute campus.

Charles Prince Scholarship

The Charles Prince Scholarship is a tuition award of \$100, available to all students actively enrolled in a program of study at Prince Institute who meet all of the following criteria:

- The student must have an enrollment status of at least half time in the current quarter.
- The student must have perfect attendance in all Credit Hours carried:
 - The student must not be tardy for any class meetings.
 - The only exception will be made for students participating in supervised school-related events such as career days and field trips.
 - Such students will not be considered absent.
 - If the event does not last the entire school day, the student must attend other scheduled classes on that day.
- The student must satisfactorily complete all credit hours attempted by the final day of the current quarter. A grade of "Incomplete" will render the student ineligible for the scholarship.
- The student will not qualify for the scholarship if he or she is repeating a course in the current quarter.
- Scholarships will be awarded during the first two weeks of the quarter following the one in which students qualified.
- In the event that a student completes his or her program of study with perfect attendance in the final quarter, the scholarship will be applied at that time to any outstanding balance which the student may owe to the school, including the graduation fee, with any remaining funds disbursed directly to the graduate.

Prince Institute also accepts scholarship aid sponsored by individuals and organizations. Students must seek scholarship aid independently. However, the school provides information regarding scholarships and methods to search for scholarships. Questions regarding any specific scholarship should be addressed to the Financial Aid Department.

Self-Pay

Students who do not receive financial aid may pay tuition out-of-pocket, which is referred to as "self-pay." Payments for each quarter are due in full the first week of each quarter unless the student makes arrangements to pay incrementally. Incremental payments are one-third of the quarterly charges each month, due at the beginning of each month. Special arrangements must be made through the Financial Aid Department for incremental payments. A fee of \$40 will be applied to the student's account for any returned checks. Students who do not make timely payments are subject to termination from the school.

Veterans' Benefits

Prince Institute—Southeast programs are approved for the training of Veterans and eligible persons. Please ask about specific programs. Those eligible for Veterans' benefits must submit an application for benefits through the U.S. Department of Veterans Affairs. The U.S. Department of Veterans Affairs will issue eligible Veterans a Certificate of Eligibility that is valid only at the institution named and valid only for the objective indicated. The Certificate of Eligibility will be required for registration. It is the student's responsibility to complete the process necessary for VA funding and any follow-up requirements necessary to ensure future funding.

WHAT IF I CHANGE MY MIND?

Prince Institute carefully interviews each and every applicant to ensure that they are serious about their education as a career and that they are fully ready to embark on pursuing a life-long career. We also recognize that sometimes unexpected events arise in a student's life that causes postponement of planned educational goals. When that happens, the following policies will apply.

Cancellation Policy

If a student is not accepted by Prince Institute, or if a prospective student cancels the enrollment agreement within three (3) business days (72 hours) after the enrollment agreement is signed, he or she is entitled to a full refund of all tuition and fees paid, including the Enrollment Fee.

After the 72-hour cancellation period, if an applicant does not start the program of study by Sit Day, any monies paid for tuition, technology, or equipment will be fully refunded. (However, if payments made are for equipment, and the student has those items in his/her possession, the money paid will not be refunded until the equipment is returned to the school or the vendor.) If the Rent-to-Own set-up fee for student equipment has been paid and equipment has been ordered, the set-up fee will not be refunded.

Students are free to post their books or supplies for sale. (They must see the Dean of Academic Affairs or Campus Director prior to doing so.)

Non-Start Policy—New Students Only

If, before the third day of the quarter (Sit Day), any student wishes to withdraw from the program, he/she must meet with the Admissions Representative and the Financial Aid Coordinator. The student's tuition will be refunded in full. However, notification of intent to withdraw submitted after the third day of the quarter (Sit Day), tuition and fees may be assessed in full.

Refund Policy

For any student terminating the program of study after entering the school and before completing at least 60% of the payment period or period of enrollment, the statutory RETURN OF TITLE IV FUNDS policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during enrollment.

This institution will calculate the amount of Title IV aid that was earned based on time attended. Refunds will be calculated by the enrollment period. The institution will determine:

- The Title IV aid disbursed or that could have been disbursed
- The percentage of Title IV aid earned by the student and the dollar amount of the aid
- The total Title IV aid to be retained or returned by the school

The student will be obligated to pay for any tuition, fees, books or equipment not covered by Title IV funds. The student will be provided with a full refund for any portion of pre-paid tuition for a term if the student's academic program is discontinued by the school.

Prince Institute—Southeast refund policy is applied as follows:

Point of Withdrawal	Amount of Tuition Charged & Retained	Amount of Tuition Refunded to Student
Before 1 st Day of Class	0%	100%
Withdrawal during first week	25% + Technology Fee	75%
Withdrawal during second week	50% + Technology Fee	50%
Withdrawal during third week	75% + Technology Fee	25%
Withdrawal after third week	100% of Tuition and Fees	No Refund

Effective Date of Refund

For refund purposes, the official date of termination for tuition charges is the last date of recorded attendance. This is referred to as the Last Date of Attendance (LDA). The school must ensure that funds are applied to eliminate outstanding balances on loans and grants for the enrollment period in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans received on behalf of the student
- Federal Pell Grants awarded to the student
- Other Title IV assistance awarded to the student
- Other federal, state, private, or institutional student financial assistance received by the student

Postponement of Start Date and the Effect on Student's Rights to a Refund

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline for the new start date as set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Acts of 1981.

STUDENT SERVICES, POLICIES AND PROCEDURES

Facilities & Equipment

Prince Institute believes that modern, attractive facilities contribute in a positive way to student success. Classrooms are large, well lit, carpeted, and air-conditioned for the comfort of the students. Additionally, modern computer labs provide students with the opportunity to practice vital career skills or to receive additional tutoring to support class work in academic subjects. The building and parking facility meet all requirements as set forth by the Americans with Disabilities Act. Prince Institute offers limited supplies and equipment, which students may purchase at the front desk. Every effort is made to offer students the best price available.

Student Standards of Appearance & Conduct

Studies over the last 50 years have repeatedly shown that an environment of professionalism promotes excellence and improved performance. It is expected that a student's attire and grooming reflect respect for himself or herself, Prince Institute, and the chosen profession.

Specifically, extremely short skirts and shorts, bare feet, excessively revealing and strapless tops are not permitted. It would be advisable to remember that the building is air conditioned and may be chilly. Wearing sparse clothing, even in the summer months, is *not* permitted.

Although Prince Institute endeavors to provide a casual environment for learning, it must also promote professionalism. Therefore, the following code is enacted:

- All students will conduct themselves in a professional manner; i.e., maintaining cordial and cooperative communications with all faculty, staff, and coworkers/students, regardless of personal feelings or preferences.
- Character and integrity are to be exemplified at all times. Lack of honesty through speech or actions is unacceptable.
- All students will maintain a reasonable level of hygiene.
- Attire will be neat, orderly, clean, and conservative:
 - Presence or absence of underwear is not to be noticeable.
 - Cleavage or midriffs are not to be visible.
 - Torn, transparent, scant, or clinging fabrics are not appropriate.
 - Short shorts, jogging shorts, and extremely short skirts and dresses are not appropriate.
 - Women's tops that bare the shoulders, such as spaghetti-strap shirts, are not appropriate.
 - Men's tank tops and baggy pants are not appropriate. Belts must be worn.
- In the event of internship or special events, professional attire is required.
 - Consumption of food or beverages in the classrooms or labs **is not permitted**. At no time will food, eating utensils, or food or beverage containers be used and/or discarded in the classrooms.
- Cooking on the premises is not permitted except in the microwaves provided in the Student Lounge.
- No type of weapon, alcohol, or illegal drug is permitted on campus at any time. A student found in possession of the above may be immediately withdrawn from school.

Failure to comply with these expectations may result in being suspended from classes until compliance is made.

Each student who enrolls in Prince Institute agrees, by the act of enrolling, to abide by all provisions of the Standards of Appearance and Conduct. This applies to actions on the premises, whether in the classroom or elsewhere, or while participating in school-sponsored activities off campus.

Instructors will not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.

Prince Institute reserves the right to terminate, at any time, the enrollment of a student whose continuation in the school is detrimental to him or herself or to faculty, staff, or fellow students, or whose presence is disruptive to the learning environment or the orderly operation of the institution. Conduct that is disruptive in classes, threatening, discourteous, or disrespectful toward staff or faculty, willfully damaging to property or equipment, or in any other way detrimental to staff, faculty, or student body is cause for immediate termination of student status at the discretion of the Director. All students are expected to adhere to school policies and abide by the direction of any staff or faculty member when on the campus or on an official school outing. Failure to do so will be considered a serious violation of the code of conduct.

Depending on the severity of the violation, a student may or may not be permitted to appeal for re-enrollment to the school after termination for unacceptable conduct. The determination of whether a student may appeal for re-enrollment will be made by the Campus Director. If an appeal is permitted, it will also be at the sole discretion of the Director whether to approve the appeal and allow the student to re-enter.

Illegal Drug and Substance Abuse

The Drug-Free Schools and Communities Act Amendments: The school will not knowingly permit a student or employee to unlawfully possess, use, or distribute drugs, including alcohol, on the school's property or at any other place where an official function of the school is being carried on. Any person demonstrating such unlawful behavior will be reported to such authorities as are equipped to deal with these matters. If that person is then determined by law to be guilty of drug abuse, then that person will be expelled or employment will be terminated. If a student or employee is suspected of such unlawful behavior but that person's behavior has not been conclusively shown to be unlawful, then that person will be given the opportunity to dispel such suspicion, or that person will be warned and informed regarding various sources of help, if those measures appear to be indicated.

Advisory Services

The staff and faculty of Prince Institute are committed to each student's successful completion of the program and making themselves available as advisors regarding each student's academic needs. The following departments or persons are identified for specific areas of counseling or guidance:

Department	Areas of Concern or Guidance
Financial Aid Department	Financial matters, Financial Aid, Scholarships; equipment purchases
Academic Department	Academic advising, tutoring, resources; attendance issues
Online Coordinator/Academic Department	Distance education concerns: academic advising, tutoring, resources; attendance issues
Academic Department/Program Chair/Instructors	Academic counseling, coaching and tutoring
Admissions Department	Enrollment, catalog, advertising & marketing information

Support Services

Counseling and guidance support services have been made available to online and on ground students through a third party provider, ComPsych Guidance Resources. The student assistance program provides, at no cost to the student, "confidential support, resources and information to get through life's challenges." Confidential counseling is provided by experienced clinicians and includes assistance with the following: relationships, problems with your children, substance abuse, stress, anxiety or depression, major life changes, marital conflicts, grief and loss and empty-nesting. Services are available by calling toll-free, 1-877-327-4753, 24 hours a day, seven days a week. Students can also go to guidanceresources.com and enter the company Web ID: Prince.

Assistance with Job Search Activities

Prince Institute provides career placement assistance through its Career Placement Committee and its program chairs. PRM maintains a bulletin board, the Prince Institute Placement Board, listing both full-time and part-time jobs for students and jobs for graduates. Postings for full and part-time jobs are emailed to all graduates and on ground and online students getting ready to graduate. The internship coordinator for online students also assists graduates with job placement activities. There is no fee for career placement assistance. Although Prince Institute cannot guarantee job placement, our faculty and administration maintain a high level of contact with working firms and professional associations nationwide.

In addition, Prince Institute is owned by Stenograph, LLC, a worldwide provider of stenotype machines since 1937. Because Stenograph is the largest supplier of reporting machines and software in the nation, this relationship provides our school and our students with the unique advantage of nationwide constituents.

Campus Security

All incidents requiring the attention of security should be reported to the Campus Director. In the event of an illegal activity, the Director will contact the proper law enforcement authorities. In the event of the Director's absence from campus, security matters should be reported to the front desk.

Campus security reports are distributed to each student by October 1st each year, as required by the Cleary Act. A copy of this report is posted on campus for inspection and available upon request.

Housing

While Prince Institute does not maintain student housing, there are several major apartment complexes within the local area. Contact Admissions for additional information, apartment guides, etc.

Personal Property

Prince Institute and its faculty and staff are not responsible for any personal property left on the premises.

Tornado/Weather Safety Plan

In the event of a weather-related or civil defense emergency, Prince Institute has been provided with a Weather Safety Emergency Radio System. This system will alert us when severe weather is approaching. In turn, students will be informed and should proceed to the building's interior hallways. The interior hallway is away from flying glass and other foreign objects and is the safest place for students to be. Students will remain in the interior hallway until the Campus Director or other appointed campus official gives the "All Clear" signal.

Inclement Weather Information

The school makes the decision by 6 a.m. whether to start one hour later or to close for the day. This information will be communicated to students via email. The school's outgoing voicemail message may also be updated to reflect any campus closing.

Students may be required to make up any missed sessions during a quarter. If necessary, the make-up date will be announced as soon as it can be scheduled. The make-up class(es) will be added to the 11th week of classes.

Fire Evacuation Plan

In the event of a fire or a fire drill, faculty and staff will alert all occupants of the building. Floor plans of the building are posted throughout the building showing the exit routes.

Faculty, staff, and students are to congregate at a location in the parking lot far enough away from the building to permit emergency personnel to work without obstruction. Attendance will be taken once everyone is safely out of the building to ensure that no one remains in the building.

Parking

Parking in front of the building is reserved for faculty, staff, visitors, 225-WAM students, and Students of the Quarter. Parking in the large lots behind and on the side of the building is for student parking. Handicap parking is available in front of the building and on the side of the building.

Smoking Policy

Smoking inside the school building is not permitted at any time. This prohibition pertains to any and all persons inside the building and regardless of whether or not school is in session. Smoking is permitted outside the building but not within twenty (20) feet of the front and side entrances. Smoking paraphernalia should be properly disposed of in the receptacles provided.

Student Lounge

The student lounge is for the use of all students. Eating and drinking are permitted in the lounge area only. Vending machines are available in the lounge. Students are expected to clean up their own papers, cans, and food after using the lounge; trash and recycle receptacles are provided. Students are not to use this space for steno machine work.

Personal Electronic Communication Devices

Cellular telephones and other electronic devices are to be turned off in the building. Students should restrict the use of these devices to the outside of the building. Students found using these devices during class will be asked to leave the class and will be recorded as absent.

Children Visitation Policy

Primarily for reasons of school liability, but also for problems which might arise with distraction to other students, children are not allowed on campus while classes or activities are in session. Visitors and prospective students who bring children to their appointment must accompany their child at all times while in the building.

Animal Visitation Policy

For reasons of school liability and the maintenance of a sanitary learning environment, pets are not allowed in school at any time. Working service animals are permitted, however.

Community Resources

Prince Institute is fortunate to be located in the capital city of the state of Alabama, where the state legislature is open to visitation by students. Also, federal and state courts are active within the city; field trips are taken to the courts periodically. Montgomery also is home to numerous historical sites, military bases, etc. Students also have access to libraries of five universities within the area, to the Supreme Court Library, and to the Montgomery Community Library.

ACADEMIC POLICIES & PROCEDURES

Grading System

Letter Grade	Score Range	Grade Interpretation	Points
A	90%-100%	Excellent	4.0
B	80%-89%	Good	3.0
C	70%-79%	Satisfactory	2.0
D	60%-69%	Unsatisfactory	1.0
F	<60%	Failing (must repeat)	0.0
FA		Failure due to absences	0.0
WD	N/A	Withdrawal	0.0*
U	N/A	Did not meet requirements	0.0*
IP	N/A	Speedbuilding class or internship is in progress	0.0
TR	NA	Indicates acceptance of transfer credits from another institution	0.0
IC	NA	Pending one week extension at the end of the quarter.	0.0

Grading System-Speedbuilding Courses

Letter Grade	Score Range	Grade Interpretation	Points
A	96.2%-100%	Excellent	4.0
B	95%- 96.1%	Good	3.0
U	<95%	Unsatisfactory- must repeat	0.0

*Attempted speedbuilding courses, which are assigned grades of W, or U, will be calculated as attempted hours for the purpose of monitoring maximum time frame and calculating program completion. An assigned grade of U will be included in the computation of the GPA and the CGPA each term.

Academic and General Education Courses

Incomplete (IC): A student who for reasons beyond his/her control is unable to complete all course requirements during any term may request that the instructor assign a grade of Incomplete (IC). The instructor may approve this request after consultation with the Dean and/or Director. Students must have completed at least 80% of the course, complete all out of class activities and must be passing the class at the time of the request in order to be eligible for incomplete consideration. A student who receives such a grade should complete the course requirements within the **one-week incomplete period** at the beginning of the next quarter.

The credit hours pertaining to the course are included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted, but not in the cumulative credit hours successfully completed. If the student completes the course requirements within the specified time period, the INC is replaced by the grade awarded and the cumulative grade point average is changed to reflect the value of that grade. The credit hours will then be included in the cumulative credit hours successfully completed. If the student is unable to meet the course requirements within the specified time period, a grade of "F" is assigned to the course and remains permanently on the transcript. In this case the student must repeat the course. Incompletes are intended to function as a placeholder grade on the student record during a time in which remaining course requirements are being completed after the conclusion of an academic term. Incomplete grades may not remain on the transcript past the incomplete period expiration date.

Attempted Courses that are withdrawn in week eight or after will be assigned a grade of W if the student is passing the course at the time of withdrawal or a grade of WF if the student is failing the course at the time of withdrawal.

Grade Reporting

Students will receive periodic review of their progress in a course from their instructor/s as the course occurs. Students will have their grades made available to them online via the Student Portal.

Make-Up Examinations

Make-up examinations will be given at the discretion of the instructor. Arrangements for taking make-up examinations are the responsibility of the student.

Academic and Professional Conduct

Students have a responsibility to maintain both the academic and professional integrity of Prince Institute and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on examinations, class preparation and assignments, and conduct themselves professionally when interacting with fellow students, faculty, and staff. Students must also make equitable contributions to both the quality and quantity of work performed on group projects.

Academic and/or professional misconduct is *subject to disciplinary action* including course failure, probation, or dismissal. If a violation does occur, a Student Action Plan letter may result and will be placed in the student's academic file. Academic dishonesty includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence instructors or staff.

Whenever communicating in a public place such as the Online Forum Discussion Area, students must always remember that their comments are being "heard" by everyone in the class. Just as in a face-to-face classroom, proper protocol must be maintained. If an incident of improper protocol occurs, the Administration will take action.

Plagiarism

Prince Institute considers plagiarism a breach of scholarly ethics. Students must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. Students must give due credit to the originality of others and acknowledge indebtedness whenever they do any of the following:

- Quote another person's actual words, either oral or written
- Paraphrase another person's words, either oral or written
- Use another person's idea, opinion, or theory; or
- Borrow facts, statistics, or other illustrative material, unless the information is common knowledge.

If an instructor finds evidence of plagiarism, he or she shall promptly report the case in writing to the appropriate person. The report shall include the names of any other students who may be involved in the "incident."

Copyright

Following correct procedure for copyrighted material is imperative. If uncertain, students should contact their instructor. See www.copyright.gov for more information.

Probation

A student who fails to achieve satisfactory academic progress above must meet with the Dean of Academic Affairs for the purpose of being placed on probation and determining the specific probation requirements. The probation period time frame will be one quarter. The student must successfully complete the requirements necessary to meet satisfactory progress standards by the end of the probation period. The student will remain eligible for federal aid during the probation period. However, if the student does not meet the requirements for satisfactory progress by the end of their probationary quarter, the student may be in danger of termination. Under certain circumstances, the student may be permitted to continue on extended enrollment status (see Extended Enrollment below).

Extended Enrollment

If a student fails to meet satisfactory academic progress requirements, the student is no longer eligible for federal financial aid. At the discretion of the Campus Director, the student may be considered for extended enrollment status. *Prince Institute reserves the right to dismiss the student at this time if it is deemed that the student is not benefiting or will not benefit from the program.* However, if it is determined that the student can benefit from Extended Enrollment status, the student will continue to attend as a regular student, will be charged tuition and fees as a regular student, and the courses they attempt will count towards their satisfactory progress requirements.

Students placed in an extended enrollment status must meet and maintain the following criteria to remain enrolled. Violation of the criteria may result in dismissal.

- Maintain consistent attendance in all classes – instructors may enlist a specific attendance policy.
- Be current in all course work and submit all assignments by the deadlines.
- Be current in payment of all tuition and fees.
- Continue to meet the conditions of their Academic Success Plan.

Attendance and Punctuality

Attendance and punctuality are cornerstones of the successful career. During their tenure at Prince Institute, students are developing desirable work habits as well as acquiring the necessary knowledge, abilities, and skills to enable them to compete successfully in their chosen career fields. Students are reminded that employers want reliable, dependable, dedicated employees. Attendance records are kept, and school personnel may use them in making recommendations to prospective employers. Adult learners must assume full responsibility for the daily practice and rigid self-discipline required to master the requisite skills of these career fields. School personnel expect that students will attend all regularly scheduled classes in full.

Attendance and punctuality are the student's responsibility. Attendance is taken for all scheduled classes. If a student is not present in the class or lab for which he or she is scheduled, that student is absent for that period. There are no exceptions to this policy. **An absence cannot be made up.**

A student who fails to attend a class is responsible for getting all information and assignments for that class period from his/her classmate(s). Tests may be made up and homework assignments may be turned in late only at the instructor's discretion. Instructors are not obligated to allow an extension of time to complete assigned course work. Instructors are not obligated to notify the student if the student should approach the maximum number of absences for a particular course, although many do so as a courtesy to the student. Students are warned that repeatedly missing class in any particular course will likely result in the student's failure to meet the objectives of that course. If students fail a course, they must repeat the course in its entirety the next time it is offered. Students should be aware that some courses may not be offered every quarter and that failure in a course may delay completion of the program of study. The School is under no obligation to offer the course out of rotation or as an independent study course to a student who has failed it previously.

Prince Institute has in effect the following attendance and punctuality policy:

- A student is required to be present in class, for the entire class period, a minimum of 80 percent of the time the course is scheduled to meet.
- A student who is absent, for whatever reason, from more than 20 percent of the class meetings absents out of the course and receives a grade of FA (failure due to absences) for that course.
- A late arrival to class (10 minutes or less) or an early departure (10 minutes or less) equates to one-third of an absence. Three (3) tardy or three (3) early departure marks or any combination that equals three will equal one (1) class absence.
- When a student has missed 20 percent of the class meetings, any subsequent absence, late arrival, or early departure, for whatever reason, results in the student absenting out of the course and receiving the grade of FA. The student must repeat the course in its entirety the next time it is offered.
- In the case of an FA for speed classes, all tests will need to be re-taken by the student if he/she does not meet the required attendance policy.

Attendance Procedures

Attendance is taken for all scheduled classes. If a student is not present in the classroom or lab for which he or she is scheduled, the student is absent for that class. Attendance is not taken anywhere that is not a scheduled meeting place.

If a student is absent from class, the instructor must call or email that student. If the student has been absent from class for three (3) consecutive classes and has not responded to faculty, faculty must contact the Dean of Academic Affairs. If the student is online, faculty must contact the Online Coordinator.

Continuing students who do not attend any classes within the first five class days of the quarter and who do not notify the administration of their need for an extended period of absence will be withdrawn from school. For financial aid

purposes, the sixth school day will be considered the date of notification of withdrawal and appropriate agencies will be notified of the student's change in enrollment status. Any financial aid funds received on behalf of the student will be returned to the agencies.

Students receiving VA benefits are subject to attendance rules set by the Veterans Administration. VA recipients pursuing an associate degree must attend a minimum of 80 percent of the scheduled class meetings. Students pursuing a certificate must attend a minimum of 85 percent of the scheduled class meetings. Failure to meet these minimum requirements may result in a loss of benefits.

Attendance for Speedbuilding Courses

The 80 percent attendance requirement applies to the entire quarter of enrollment, even if the student progresses into a higher speed course within the same quarter. For example, if a student progresses from 100QA to 120QA within the same quarter, his/her attendance would not be calculated separately for each course. Rather, he/she would be required to attend at least 80 percent of the quarter as a whole. Students are listed as "IP" (In Progress) on the transcript to indicate some class progression (but not full completion) of all class requirements at the time the final grade is posted. The IP grade does not negatively impact Satisfactory Academic Progress as its function is to serve as a placeholder grade only. The student then has up to the entire next quarter (full 10 weeks) to pass that speed before receiving a final grade. Incomplete grades (IC) are awarded on the basis of need and are usually subject to extreme unusual circumstances. Incomplete grades are not awarded to students in speedbuilding courses for the purpose of extending their length of time in any speed.

Online Attendance Policy- Courses with Synchronous Sessions

Students must be present during their assigned synchronous session each week. The full 50-minute session must be completed to meet the requirement.*

- If a student misses a session, he/she may be able to make up the work and/or attendance only **at the instructor's discretion**. The student will be counted as absent when missing the scheduled session.
- Make-up sessions are not a regular component of online courses. If a make-up is permitted, the session must be made up during the same week of the missed session.
- Additional components of an **online synchronous** class may include, but are not limited to:
 - **Weekly:** Forum discussions with instructor and classmates
 - **Weekly or bi-weekly:** Assignments such as homework, practice on PeV, practice with digital recordings, readings, etc.
 - **Weekly or bi-weekly:** Assessments/evaluations such as quizzes, exams, reflections, speed testing (five-minute dictations), etc.
- Attendance requirements for each class are identified in the course syllabus. A combination of synchronous sessions, discussion postings, participation and submission of assigned work may be factored into individual class attendance. Students are encouraged to become familiar with the individual course attendance requirements.

Note: Synchronous class sessions are not held on school holidays. If a scheduled synchronous class falls on a school holiday, then that class will be rescheduled for another day that same week whenever possible. The instructor will inform students as to the time and place of the make-up session in advance, and the students will need to adjust their schedules to participate in this alternate session.

Online Attendance Policy- Courses with Asynchronous Sessions

- Students enrolled in asynchronous online courses will earn attendance credit solely through asynchronous participation.
- **Online asynchronous** courses may include but are not limited to:
 - **Weekly:** Forum discussions that require students to post a substantial response to forum discussion question(s) provided by the instructor as well as to post substantial response(s) to classmates.
 - **Weekly:** Assignments such as homework, chapter readings, worksheets, virtual lectures, presentations, etc.
 - **Weekly:** Assessment/evaluations such as quizzes, exams, reflections, etc.

Attendance requirements for each class are identified in the syllabus. A combination of synchronous sessions, discussion postings, participation and submission of assigned work may be factored into individual course attendance. Students are encouraged to become familiar with the individual course attendance requirements.

Attendance at School-Sponsored Functions

When the daily class schedule is altered to accommodate a school-sponsored function such as career days, guest speakers, student appreciation events, field trips, etc., students are to attend the function as well as their shortened classes. Students who do not attend the event will be considered absent from their classes that day for record-keeping purposes. Events and the altered schedules will be announced in sufficient time for students to make any necessary changes or arrangements with regard to work or family schedules.

Attendance Withdrawal

If the student exceeds **14 calendar** days of absenteeism in all of the students enrolled classes, the student will be involuntarily withdrawn from school. This is a Federal Title IV funding requirement and there can be no exceptions to this policy. NOTE: Prince Institute does not offer Leaves of Absence. (See Refund Policy).

Appeal of Attendance Withdrawal

The student will be given three (3) calendar days after the termination to notify the school, in writing, of the student's desire to continue in school. This notice must include the reason for the 14-day absence and document his/her plan to maintain acceptable attendance for the remainder of the term. This appeal will be addressed to the Dean of Academic Affairs who will present the appeal to the Campus Director and the Appeals Panel for consideration. If the appeal is approved, the student may return to class. Failure on the part of the student to notify the school of the desire to appeal will result in involuntary termination. It is the student's responsibility to confirm that documentation has been received.

When a student is aware of an impending unavoidable absence, he/she should notify the instructor and request study material for review until the student returns. If the absence is unavoidable and last minute (illness, injury), he/she should call the school and leave a message for the instructor.

Constitution Day Observance

Prince Institute observes Constitution Day each year. If this date falls on a weekend, the school observes Constitution Day either the week prior or the week after September 17.

Academic Year

An academic year is defined as three quarters, or nine months.

Additional Degree

If a student completes one degree at Prince Institute-Southeast and is seeking an additional degree and has been accepted into the new degree program, his or her satisfactory academic progress will be evaluated using the methodology for transfer students and based on the number of credits accepted from the previous degree and applied towards the new degree.

Auditing Classes

An audited class is a course which a student chooses to attend or repeat voluntarily but the credit hours pertaining to the course are not included in the calculation of the cumulative grade point average. The credit hours are not included in the cumulative credit hours attempted nor in the cumulative credit hours successfully completed. The credit hours for the course being audited are not included in the enrollment status. ***In speed classes, tests may not be taken.***

Course Add/Drop Period

The course week is 12:01 a.m. Monday through 11:59 p.m. Sunday. Upon approval of the Dean of Academic Affairs, a student has through Sunday 11:59 p.m. during the first week of class to add and/or drop a course. It should be noted that non-adherence to the planned schedule of classes may result in changes in the student's financial aid eligibility. This time frame is also the time during which an incomplete grade issued for the prior quarter must be completed. See "Grade of Incomplete" for more information.

Cumulative Credit Hours Attempted

The cumulative total of all the credit hours for which the student has enrolled and attended during the student's enrollment history is the Cumulative Credit Hours Attempted. The grade of W impacts the completion ratio if the withdrawal is before the 8th week. If the withdrawal is after the 8th week, a grade of "WF" will appear on the transcript and will impact both the completion ratio and the CGPA.

Cumulative Grade Point Average (CGPA)

The CGPA is determined by multiplying the number of credit hours for each course taken by the grade point value corresponding to the letter grade earned for that course. The cumulative total of all such grade points for the entire period of the student's enrollment is then divided by the cumulative total of credit hours attempted to determine the cumulative grade point average. The grade of W impacts the completion ratio if the withdrawal is before the 8th week. If the withdrawal is after the 8th week, a grade of "WF" will appear on the transcript and will impact both the completion ratio and the CGPA.

Grade of Incomplete

A grade of "IC" (Incomplete) may be given to a student who, due to mitigating circumstances, is unable to complete the work for a general education class within the last two weeks of that course. The maximum time frame for completion of the missing coursework is one week after the start of the following quarter.

When and if the student submits the required coursework on time, the instructor will substitute the revised grade of "IC" for the final, correct earned grade. Failure to complete all required work by the specified time will result in a letter grade of "F" for the course.

A grade of "U" in speedbuilding courses is assigned when a student does not achieve the requirements for that course. A grade of "U" will affect the student's minimum cumulative grade point and the rate of completion.

Maximum Time Frame for Completion (MTFC)

Students must complete their program of study within the maximum time frame allowed. This is a period equal to one and one-half times (150%) of the published length of the program. If the student does not complete the program within the maximum time frame, he/she may be allowed to continue in an extended enrollment status if recommended by the Dean of Academic Affairs and approved by the Campus Director. However, any student in an extended enrollment status will not be eligible to receive federal financial aid. Also, if a student completes his/her program after exceeding the maximum time frame, he/she cannot be issued a degree, but will be awarded a Certificate of Completion.

Minimum Academic Achievement

A student must achieve the minimum cumulative grade point average (CGPA) of 2.0 at the end of each academic quarter. Only students who are making satisfactory academic progress are eligible for financial aid.

Re-entry or Change of Program

If a student withdraws and re-enters his or her program, those credits attempted and grades earned will be included in the determination of the student's satisfactory academic progress. If the student changes programs without completing their first program, those credits attempted and grades earned will be included in the determination of the student's satisfactory academic progress in their new program.

Repeating Courses

The credit hours pertaining to the course are included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted but not in the cumulative credit hours successfully completed.

A student receiving a letter grade of "F" or "U" in any course will be allowed to repeat that course. If the student achieves a passing grade for the course during this repeat, the new grade will replace the original grade of "F" on the student's official transcript. Repeating classes can affect a student's maximum time frame allowed by the Department of Education.

Students who complete Theory I, Theory II, or Theory III/Transition to Speedbuilding with a passing grade but wish to repeat either course, may do so once and must repeat the course in the following quarter. Upon completion of the repeated course, the new grade will replace the original grade and is the only grade calculated for cumulative grade point average. The credit hours for both courses (original and repeated) will be included in the cumulative credit hours attempted. Note: There is no guarantee that the new grade will be higher than the original grade. When a student repeats a course in this manner, the grades are not averaged nor can the student take the higher of the two grades. The new grade must replace the original grade.

Transfer Students

Students who begin their academic career at another postsecondary institution and subsequently transfer to Prince Institute – Southeast, must have their official transcripts evaluated by the Dean of Academic Affairs. Only transferred courses that apply to a student's program will be counted toward their "maximum timeframe" of attempted hours. For these students, financial aid eligibility is identical to that of students with comparable credit hours.

SATISFACTORY ACADEMIC PROGRESS POLICY AND TERMS

Academic Year Definition

Prince Institute operates on a quarter (term) schedule and measures program completion in credits. The school's academic year is a minimum of 30 weeks in length over three quarters, with instruction for each individual quarter generally lasting for ten weeks. For financial aid purposes, payment periods are equivalent to the academic quarters and all programs are subject to the same academic year structure.

Procedures

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor Satisfactory Academic Progress (SAP) for all financial aid recipients. The standards used at Prince are the same for all students, regardless of whether or not they receive financial aid. These requirements are applied to a student's entire academic history at Prince Institute, including transfer hours from other schools, course incompletes, withdrawals, repetitions, and periods when financial aid was not received. Additionally, the application of standards is uniform no matter the student's enrollment category (full-time, half-time, etc.) or program.

Academic progress standards are monitored *quarterly* by the **Dean of Academic Affairs** and **Director of Financial Aid**. Progress is monitored throughout enrollment and at specified points in the program. Should the student's status change as a result of the quarterly SAP review, the **Director of Financial Aid** must notify the student in writing within five business days of the determination, including any additional instructions if action is required by the student.

A student is considered to be achieving SAP when the following three requirements are met:

1. **Qualitative Standard (Cumulative Grade Point Average)** – A student must maintain a minimum cumulative grade point average of 2.0.
2. **Quantitative Standard (Completion Rate)** – A student must complete a minimum number of credit hours equal to 67% of the total credit hours attempted.
3. **Maximum Time Frame** – A student must successfully complete the program of study within its time frame. Federal regulations specify that the time frame may not exceed 150% of the published length of the program. Once a student exceeds the time frame for their program of study, they are no longer eligible to receive financial aid. However, the student may appeal to the **Director of Financial Aid** to have his/her eligibility extended if there are extenuating circumstances.

Financial Aid Warning Cycle

If, upon evaluation by the **Dean of Academic Affairs** and **Director of Financial Aid**, a student is found to have not achieved SAP standards for the prior quarter, the student will enter into the Financial Aid Warning Cycle as outlined below:

1. **Financial Aid Warning** - If a student did not achieve SAP for the quarter, the student will be placed on Financial Aid Warning for the following quarter. Financial Aid Warning status may be assigned without an appeal or other action by the student. However, the **Director of Financial Aid** must notify the student in writing that his/her status has changed. The student may continue to receive assistance under the Title IV programs for one payment period despite a determination that the student is not making SAP.
2. **Financial Aid Probation** - Should the student fail to achieve SAP standards after one quarter on Financial Aid Warning, the student may appeal to be placed on Financial Aid Probation (see appeal process below). If granted, he/she may receive Title IV program funds for one payment period if the school determines that the student should be able to meet the school's SAP standards by the end of the subsequent payment period. If the student fails to submit a timely appeal or the appeal is denied, his/her status will automatically become disqualification.

If a student fails to meet SAP standards after one quarter on Financial Aid Probation, or he/she cannot mathematically achieve SAP in one quarter, the school may choose to require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. Details of the school's requirements for the specified student will be outlined in the student's *Academic Success Plan*, which the student must agree to and sign. Generally, students will not be placed on an Academic Success Plan until they have completed a full quarter on Financial Aid Probation. The *Academic Success Plan* option is not automatic or guaranteed, and the appropriateness of a Plan will be determined on a case-by-case basis by the **Dean of Academic Affairs**.

At the end of a payment period on Financial Aid Probation, the student must meet the school's SAP standards or meet the requirements of the *Academic Success Plan* developed by the school to qualify for further Title IV program funds.

3. **Disqualification** - Should the student not meet SAP after one quarter on Financial Aid Probation, or fails to adhere to the guidelines and time frames outlined in the *Academic Success Plan*, the student will be ineligible for federal financial aid funds for subsequent payment periods. At the discretion of the **Dean of Academic Affairs**, the student may be terminated from the program or placed on **Extended Enrollment**; meaning that the student may continue to attend classes, but must pay using a method other than financial aid.

Note: A student whose enrollment is terminated due to Satisfactory Academic Progress failure cannot return to any Prince Institute location for at least one academic year (three quarters). If the student chooses to re-enroll after the waiting period, he/she will resume the same SAP status as before termination and must comply with the terms of that status. Re-enrollments of this type will be approved on a case-by-case basis by the **Dean of Academic Affairs**.

For reporting and tracking purposes, the **Director of Financial Aid** will update GradPro after each quarterly SAP evaluation to ensure that students' current statuses are reflected. Any student who falls within the Financial Aid Warning Cycle will be categorized as one of the following statuses:

- Financial Aid Warning
- Financial Aid Probation
- Academic Success Plan 1 (student's first quarter on a Plan)
- Academic Success Plan 2 (student's second quarter on a Plan)
- Academic Success Plan 3 (student's third quarter on a Plan)
- Disqualification
- Extended Enrollment

Appeals Process

Students who are disqualified for not meeting the satisfactory academic progress standards after completing one quarter of Financial Aid Warning may appeal for reinstatement of financial aid eligibility for one quarter. The procedure for appeal is:

1. Students will be sent a *Financial Aid Disqualification* notice from the **Director of Financial Aid**, along with a *Satisfactory Academic Progress Appeal Request Form*. The student will complete the form and indicate the reasons why he/she did not achieve SAP. The student must also describe what has changed that will allow the student to achieve SAP at the next evaluation.
2. Students appealing financial aid disqualification may be asked to submit an *Academic Success Plan* if they cannot mathematically achieve SAP standards in one payment period.
3. The **Director of Financial Aid** will review the appeal and documentation to determine whether or not the student's financial aid eligibility will be reinstated. The student will be advised of the decision via a message sent to his/her student email address. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. Each appeal is reviewed on a case-by-case basis. Paying out of pocket for classes or sitting out a quarter is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have their appeal approved to have aid reinstated.

Academic Success Plan

The *Academic Success Plan* ensures achievement of at least the required 67% completion rate, the minimum required GPA, and/or graduation by a specified time frame. To complete a *Plan*, the student must meet with the **Dean of Academic Affairs** to discuss his/her options as a result of his/her academic performance. If a *Plan* is recommended and approved by the **Dean of Academic Affairs**, eligibility for financial aid will be reinstated and can be received as long as all conditions of the *Plan* are being met. A review of the student's progress will be completed as outlined in the plan, **but at a minimum will be reviewed at the end of each quarter**. As long as the *Plan* is being followed and the student shows progress toward achieving SAP, he/she may remain on Financial Aid Probation and receive financial aid.

Financial Aid Termination

If a student is not making SAP standards and is not making progress towards the achievement of the required 67% completion rate, the minimum required GPA, and/or graduation in a prescribed amount of time as outlined in their

Academic Success Plan, or it is determined that the student cannot complete his/her program within the required time frame, financial aid will be terminated.

For example: An Associate Degree in Judicial Reporting is 166 credits. 150% of 166 is 249. That means that at the most, a student may attempt or enroll in 249 credits, with the objective of earning the 166 needed to graduate. The possibility exists for the student to receive aid up to the maximum time frame of 249 credits. **However, if a SAP review shows that the student, who is maybe at 110%, cannot complete his/her program within 249 credits, all Title IV aid must stop.**

Financial aid termination applies to student's financial aid eligibility, not to student's registration or academic standing.

If financial aid is terminated, student may remain in school under an extended enrollment plan (See Extended Enrollment policy for details).

The credit hours for course FAs (failure due to absences), withdrawals, and repetitions will be counted as hours attempted toward the time frame. Credits transferred from other schools will be counted as both hours attempted and hours completed in the quantitative and maximum timeframe components of SAP calculation.

Reinstating Financial Aid Eligibility

Students may regain eligibility by successfully achieving an overall completion rate of 67% and a cumulative GPA of 2.0 or through a granted SAP appeal. The status of students who have reached the required 67% completion rate or meet the required GPA will be changed to making SAP, and they will be removed from financial aid warning, financial aid probation or Academic Success Plan status.

Competency Examinations

If a student enrolling in Prince Institute has postsecondary credit that was obtained more than ten (10) years ago, or related field experience for classes that are eligible for transfer credit, he/she may be eligible to challenge Prince Institute courses by Competency Examination (test out).

A student who believes that he or she may be eligible for an exemption must fill out a request form, submit it to the Dean of Academic Affairs for consideration, and pay a fee of \$75 per examination request. If the request is approved, the instructor of the course(s) will be directed to administer the appropriate examination(s). All fees must be received prior to the examination.

It is the student's responsibility to contact the instructor to schedule the examination and to pick up whatever preparation materials may be available. It is also the responsibility of the student to contact the instructor later to determine the outcome of the exam and to assure that the Dean of Academic Affairs has been notified and the exemption credit has been placed on their transcript.

As a rule, a grade of 90% on the examination would qualify for course exemption. In all cases, the examination results will be reviewed by the instructor and the Dean of Academic Affairs to determine if exemption will be granted.

A student may request a competency examination for no more than three general education courses. Academic and speedbuilding courses are not eligible for competency examinations. All exemption examinations must be taken within the first term of the student's enrollment. (Usually scheduled and completed during the break between quarters.) Exemptions will be granted at the discretion of the Campus Director working in conjunction with the Dean of Academic Affairs.

Exemption

A student may be exempt from a course as a result of placement testing, transfer credits, competency examination, or other condition. Exemptions must be approved by the Dean of Academic Affairs. The credit hours pertaining to any exempt course are not counted in the enrollment status. The credit hours pertaining to the course are not included in the calculation of the cumulative grade point average. The credit hours are included in the cumulative credit hours attempted and in the cumulative credit hours successfully completed.

Exit Interview

Students leaving Prince Institute, either by withdrawal or graduation, will be required to schedule and conduct an exit interview with the Financial Aid Office and the Dean of Academic Affairs or Campus Director. This requirement applies to all students, including those who transfer to another school and those who are not recipients of financial aid. The purpose for the interview is to verify the status of the student account, update balances, determine the student's official date of withdrawal, verify forwarding address and contact information, and accept the return of any equipment or supplies on loan to the student.

Extended Enrollment Status

For a student to be placed in an extended enrollment status, the student must first have the approval of the Dean of Academic Affairs and the Campus Director. Then the student must sign a written agreement, which discloses the following information: A student in this status is not eligible for financial aid funds. The student is not considered a regular student and therefore is not eligible to process in-school deferments on financial aid received in previous quarters or at previous institutions. A student in this status is considered withdrawn for the purpose of financial aid eligibility. A student may stay enrolled in this status for an indefinite period of time; but if the maximum credit hours attempted have been exceeded, such a student would not be able to receive the original academic credential for which the student was enrolled. Such a student would only be able to receive a certificate of completion.

Percentage of Completion

The percentage of completion is calculated by dividing the cumulative credit hours successfully completed by the cumulative credit hours attempted.

Regular Student Status

A student who is enrolled in an eligible program leading to a certificate, diploma, or degree at an institution and who is making satisfactory academic progress as defined in this catalog as a regular student.

Transfer Students

The credit hours from which transfer students are exempt are used to place them at the freshman or sophomore level in their program, as explained above. The credit hours from which transfer students are exempt are included in the cumulative credit hours attempted and cumulative credit hours successfully completed but are not included in the cumulative grade point average calculation.

Transfer of Credits

Student exemptions for specific courses may be allowed by transfer of credits or by vocational competence evidenced by successful testing. (See Competency Examination)

Prince Institute makes neither a blanket guarantee to accept transfer credits, nor guarantees that any other school will accept Prince Institute credits, unless there is a written agreement between the two institutions.

Acceptance of transfer credits will be at the discretion of the Dean of Academic Affairs. A request for transfer of credits must be made upon application for enrollment. The applicant's unofficial transcripts can be evaluated prior to enrolling. Prince Institute will begin the final evaluation of credits upon receipt of an official transcript from each postsecondary school the applicant has attended along with catalog course descriptions or course syllabi containing course descriptions in order that Prince Institute personnel may adequately assess the comparable nature of the completed coursework. **Official transcripts must be received by the first day of the quarter the student intends to enroll.** Delays in receipt and evaluation of the above may adversely affect plans for transfer of credits or funding of the student's education. **It is the student's responsibility to check with the campus to ascertain that official transcripts have been received.**

Students transferring in with machine shorthand knowledge will be assessed according to Prince Institute's testing procedures to determine proper placement in each of the three dictation categories (JC, Literary, and QA). Students may progress through the speedbuilding levels as rapidly as their skills allow. If the student has not completed his/her theory at time of the transfer to Prince Institute - Southeast, he/she may be required to enroll in Theory I. The Dean of Academic Affairs will review the student's theory program at his/her previous institution and determine whether he/she should be enrolled in RTH 110 – Theory I. If the student has just completed theory and has had no experience in speedbuilding, he or she will be placed in RJC 80, RLT 80, or RQA 80 which is considered the beginning speedbuilding course.

Credits may be accepted for transfer to corresponding courses at Prince Institute if they are from an NCRA-approved reporting program, or credits earned at institutions accredited by agencies recognized by the United States Department of Education and they meet the following standards:

Transfer of Credit Standards

- Courses for which credit is requested must be parallel in content to subjects offered at Prince Institute.
- Courses must be parallel in intensity to the like course offered at Prince Institute (for example, a 100 level course, a 200 level course, etc.)
- The courses for which credit is requested must have been completed with a grade of "C" (70%) or higher for those courses in which a C is passing. Some courses may require a B or higher and transfer credit must also be commensurate.
- Courses must have been completed within the previous ten (10) years for direct transfer of credit.
- Courses completed more than ten (10) years ago may be eligible for Competency Examination ("test-out"). A student may challenge an academic course and be awarded credits if he or she meets the requirements as set forth in the Prince Institute policy on Competency Examinations.
- Acceptance of transfer credits must be approved by the Dean of Academic Affairs. Students cannot transfer more than fifty percent (50%) of their programs' credit hours.
- Accepted credits will transfer with a grade of TR, which does have an impact on the student's completion ratio, but not on the student's CGPA. The TR will be applied to the transcript within the first quarter of enrollment at Prince Institute.

- Academic subjects in the reporting program are extremely specific to the reporting field, particularly the English courses. Thus, only certain courses are eligible for transfer credit and those must be very content specific:
 - English Comp I
 - English Comp II
 - Introduction to Law
 - Health Studies
 - Introduction to Computers
- Certain academic courses are so content specific that they may be eligible for transfer credit if they were completed at a court reporting school that is certified by NCRA:
 - English for Realtime Reporters I, and II (Court Reporting English)
 - Judicial Reporting Technology
 - Deposition Procedures
 - Deposition Transcription
 - Appeals Transcription
 - Courtroom Procedures
- Certain courses are not eligible for transfer credit due to their local specificity:
 - JCR300 RPR WKT Prep Course and JCR310 RPR Skills prep course*
 - JRP320 Practicum
 - BUS330 Business Basics

*Exception: If the student is enrolled at the level of 225 speed class, has completed all coursework and contact hours prior to the 225 speed class, has met all other graduation requirements (see page 10), and sits for and passes all required sections of the NCRA RPR Written and Skills exam, they will not have to take the RPR prep courses and will be considered a Graduate.

Withdrawal

Students are considered withdrawn when they are no longer enrolled in their course of study at Prince Institute. A request for withdrawal may be submitted at any time. However, there is a process for withdrawal just as there is a process for enrollment. The student shall meet with the Dean of Academic Affairs or Campus Director, who will assist the student to calculate the impact that his/her withdrawal will have on satisfactory progress.

If the student were to determine that withdrawal is still their best course of action, he/she must then provide written notification to the Dean of Academic Affairs or Campus Director. Such notification will be entered in the student's record, and the student will be scheduled for the final step: the exit interview. Failure to withdraw/terminate properly may result in the assignment of failing grades that become part of the student's permanent record.

The official date of withdrawal or termination shall be either (1) the date on which Prince Institute receives written notice of the student's intention to discontinue the program of study or (2) the date on which the student violates any published school policy that provides for termination. Upon withdrawal/termination, the Prince Institute refund policy becomes applicable. Refunds will be calculated from the last day of attendance and disbursed within 30 calendar days.

A grade of "W" will appear on the transcript for all courses attempted in the term of withdrawal. The grade of W impacts the completion ratio if the withdrawal is before the 8th week. If the withdrawal is after the 8th week, a grade of "WF" will appear on the transcript and will impact both the completion ratio and the CGPA.

STUDENT RIGHTS AND RESPONSIBILITIES

Examination of Student Records

Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files: academic records, including grades; attendance and counseling records; and documents retained by Prince Institute which pertain to them (parental financial information excepted). Prince Institute maintains all student records according to the Family Education Rights and Privacy Act of 1974. Copies of records are only provided when geographic distance prevents the student from inspecting records in person, in this instance, copies of records will be provided at a rate of \$1 for each page, plus applicable postage. Students have access to their unofficial transcripts for free via the Student Portal at any time.

Students may request that Prince Institute amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, with the reason fully stated; however, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. Challenges must be made within 90 days of the last day of recorded attendance.

Prince Institute shall obtain written consent of the student prior to release of student information to any person or organization, except where the Act provides for the release of such information without written consent. Parental access to student records will be allowed without prior consent if the student is a dependent, as defined in Section 152 of the Internal Revenue Code of 14, as amended.

Grievance Policy

Students who seek remedy for a grievance or a concern should take the following steps:

- The concern should be taken first to the source (instructor, fellow student, etc.), as most problems can be resolved there.
- In the event the concern is not resolved at the source, the student is encouraged to present the issue to the Program Chair, then administration. For example, if the concern is with an instructor, the complainant would contact the instructor, then the program chair, then the Dean of Academic Affairs or Campus Director. After the Dean of Academic Affairs or Campus Director performs an investigation of the situation, a report of the outcome or decision will be provided to the complainant within three (3) class days.
- All claims of deceptive sales or trade practices should first be directed to the Dean of Academic Affairs or Campus Director.
- If the student is dissatisfied with the outcome of the complaint, the student may submit a written grievance to the next level of administration. Typically the next level will be the Campus Director. The written grievance should include:
 - A statement of the dispute or misunderstanding and the facts upon which it is based.
 - The outcome or decision that was given by the previous Administrator and why that outcome or decision is unsatisfactory.
 - The remedy or corrective action that would be satisfactory.
- After due consideration and upon further investigation, if deemed appropriate, the administration will submit to the student a final decision in person or in writing.

If the student feels that the grievance can better be resolved by an outside agency, then the student should take the grievance to one of the following agencies:

Alabama Department of Postsecondary Education, State Department of Education1-334-242-2900
 Accrediting Council for Independent Colleges and Schools.....1-202-336-6780
 Private Schools Unit, U.S. Department of Education, Office of Inspector General HOTLINE.....1-800-647-8733

If a student feels that the concern is still not addressed, he/she may also submit a grievance to Prince Institute's other accrediting and approval agencies:

<p>The Accrediting Council for Independent Colleges and Schools 750 First Street, NE, Suite 980 Washington, DC 20002-4241 Phone: (202) 336-6780</p>	<p>National Court Reporters Association 8224 Old Courthouse Road Vienna, VA 22181-3808 Phone: (703) 556-6272</p>
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Discharge of Financial Obligations

To be awarded a degree or certificate of graduation from Prince Institute, students must have discharged all financial obligations to Prince Institute prior to the date of this event.

Students will not be awarded a degree or certificate of completion from Prince Institute if financial obligations are pending.

All graduates are required to complete the Graduation Checklist form and return the same to the Dean of Academic Affairs prior to the student's receiving a degree or certificate. The student must allow five (5) business days after submission of the Graduation Checklist form to the Dean of Academic Affairs, so that officials involved school departments may finalize the student's account.

Application for Graduation

The potential graduate should arrange to meet with the Dean of Academic Affairs for graduation advisement prior to the last quarter in which he/she will be enrolled at Prince Institute. The Dean will review the academic record and certify that the student is eligible for graduation, or will advise the student of tasks or items missing from their academic file that must be completed before the last day of class.

Reviewing a Course at Will

One of the benefits of being a Prince Institute student is that students are free to repeat courses whenever desired*. Auditing a course is not calculated in the CGPA or the maximum time frame of completion. Arrangements must be made with the Dean of Academic Affairs, and the student must have approval before he/she can audit the course.

**Enrollment preference is given to officially registered students first. Auditors are allowed to enroll if space permits.*

Refreshing Your Skills After Graduation

Another benefit of being a Prince Institute student is that any graduate of our institution is welcome to come back and refresh or update his/her skills or knowledge. Please contact the Dean of Academic Affairs for more details on this opportunity. All school policies must be followed. Arrangements must be made with the Dean of Academic Affairs, and the graduate must have approval before course audits are approved.

** Enrollment preference is given to officially registered students first. Auditors are allowed to enroll if space permits.*

Transcript Requests

Transcripts, full and complete records of every course for which a student registers, are maintained for any previously or currently enrolled students. A record of all credits attempted and earned is posted on this record concurrent with the issuing of quarterly grade reports to the students.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the Institution does not release transcripts of a student's work except upon the student's written request.

An official transcript is one that bears the official institution seal and is issued by the institution. It reflects all transferred credit accepted, nontraditional credit accepted, and credit courses taken at Prince Institute. Official transcripts are sent to institutions, agencies, companies, etc., after the student's written request has been received. Prince Institute honors FAX requests to send official transcripts to third parties; however, official transcripts will not be faxed or e-mailed to those third parties.

To receive an official transcript, a student must:

- Clear all outstanding financial obligations to Prince Institute.
- Prepare a Transcript Request Form.
- Submit the appropriate fee.

NOTE: Official copies are mailed from one institution to another. Student copies are stamped, "Issued to Student."

Prince Institute does not issue or reproduce transcripts from other institutions. Requests for transcripts or courses taken at other institutions must be directed to the institution concerned.

Non-Discrimination Policy

Prince Institute does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, or handicap. Prince Institute complies with all federal and state statutes and laws in its admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries may be referred to: Campus Director, Prince Institute - Southeast

State and National Associations

Many Prince Institute employees are members of the Alabama Court Reporters Association and/or the National Court Reporters Association.

Students are encouraged to become members of these associations also and to attend conferences and conventions sponsored by them. Special student membership rates may be offered.

Student Right-to-Know

In compliance with the Student Right-to-Know Act of 1990 (Title I of the PL 101-542), information on withdrawal rates, placement rates, and graduation rates are available from the Dean of Academic Affairs.

As of the printing of this catalog, Prince Institute has had no crimes committed on its campus, either during the school day or after closing, since the beginning of the school in 1976. Criminal activity on our campus will be reported to students, faculty, staff, and prospective students annually by September 1 in Prince Institute's Annual Crime Statistics Report.

POLICIES PERTAINING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Student Records

For Prince Institute to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Prince Institute accords all rights under the law to students who are declared independent. For the purpose of this policy only, an independent student is defined as one over the age of 18 years and attending a postsecondary institution. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Prince Institute shall not permit access to or the release of education records of personally identifiable information, other than directory information as defined below, without the written consent of the student.

FERPA states that certain information from student records may be classified as directory information. The following information has been declared by Prince Institute as directory information:

- Student's name, address, telephone number, and e-mail address
- Date of birth
- Photo
- Fields of study and full- or part-time status
- Degrees and awards received
- Dates of attendance
- Last term attended at Prince Institute, if any, and the most recent previous institution attended

Please note: The exception to the Prince Institute *limits* regarding what information can be distributed are for any financial institutions to which you have applied for funding for your education. We are obligated to provide them with the information they request, whether to process your funding or for any collection activities on their part.

Access to Student Records By Student

The student is accorded the right to inspect and review, in the presence of a school official, any records, files and data directly related to the student. To inspect his or her personal file, a student shall submit a written request to the appropriate school official. This request shall be acted upon within 45 days from the date such request is received.

Prince Institute does not provide copies of the contents of student records unless a student is physically unable to be present to view the records on campus. A copying fee of \$1.00 per page will be assessed.

Limitations on Access

The student has the right to review his or her educational records with the following exceptions as outlined by FERPA:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in his or her file prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically obtained.

- Confidential letters and statements of recommendations placed in the records after January 1, 1975, to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
- Educational records containing information about more than one student; however, in such cases the Institution must allow access to that part of the record which pertains only to the inquiring student.

Providing Records to Third Parties

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Prince Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Prince Institute may disclose appropriately designated "directory information" without written consent. The primary purpose of directory information is to allow the **Prince Institute** to include this type of information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists
- School newsletter
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Prince Institute to disclose directory information from your education records without your prior written consent, you must notify us in writing within two weeks upon receipt of this notice. FERPA has designated specific information as directory information. Despite that, Prince Institute's internal policy allows a much more limited amount of information to be distributed. The following chart demonstrates what FERPA will allow vs. what Prince Institute will allow:

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day Prince Institute receives a request for access.

A student should submit to the Dean of Academic Affairs, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records the student believes are inaccurate, misleading, or are in violation of the student's privacy rights.

A student who wishes to ask Prince Institute to amend a record should write to the Prince Institute official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Prince Institute decides not to amend the record as requested, Prince Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before Prince Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Prince Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Prince Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Prince Institute has contracted as its agent to provide a service instead of using Prince Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Advisory Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Prince Institute.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Prince Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Prince Institute—Southeast is owned by Stenograph, LLC and may be contacted as follows:

**Stenograph
Dave Wynne, Sr. Vice President Education
596 W. Lamont Road
Elmhurst, IL 60126-1022**



COURSE DESCRIPTIONS

Course Numbering Key

The course number's alphabetic prefix indicates courses in the disciplines outlined below.

The number 1 at the beginning of the numeric portion of the prefix generally indicates first-year courses.

The number 2 at the beginning of the numeric portion of the prefix generally indicates second-year courses.

The number 3 at the beginning of the numeric portion of the prefix generally indicates third-year courses.

The numerals in the realtime writing speed courses indicate the actual speeds required to pass the courses.

General Education courses are marked with an asterisk in the alphabetical listing of course offerings.

ALPHABETIC PREFIX	DISCIPLINE DESIGNATION
BUS-	Business
CC-	CART/Captioning
ENG-	English
HTH-	Health
GND-	General Education
JR-	Judicial Reporting
LAW-	Legal
MED-	Medical
OA-	Office Assistant
PR-	Professional
R-	Realtime Reporting
TE-	Technology
TR-	Transcription

BUS100 Strategies for Success

3 credits

Prerequisite: None

BUS100 is designed to provide students with the tools for academic and career success including, but not limited to, identifying personal attributes of success, establishing good study habits, and developing a professional demeanor.

BUS110 Business Mathematics

4 credits

Prerequisite: None

BUS110 provides instruction in math skills needed for basic business and personal applications.

BUS120 Office Procedures

4 credits

Prerequisite: None

BUS120 provides instruction in the characteristics of the workplace, appropriate workforce behaviors including ethical standards, and the importance of communication skills and business etiquette. Instruction also focuses on technology in the workplace, records and financial management, meetings and travel, and career advancement.

BUS130 Human Relations**6 credits***Prerequisite: None*

BUS130 provides instruction in the factors influencing interpersonal relationships in the workplace and strategies for developing skills for successful interactions in work-related situations.

BUS220 Business Practicum**7 credits***Prerequisite: ENG130, TEA110, TEA120, TEA130, TEK130*

BUS230 provides the student the opportunity to apply the knowledge, skills, and abilities developed in earlier courses by completing at least 180 hours of on-the-job supervised work and 20 hours of research and review under the supervision of an instructor. A minimum grade of B is required to successfully complete this course.

BUS330 Business Basics**4 credits***Prerequisite: None*

BUS330 provides an introduction to basic business principles and concepts.

CCC181 Introduction to CART and Captioning**4 credits***Prerequisite: None*

CCC281 is a lecture course of the history, culture, and terminology of CART and Captioning. A minimum grade of B is required to complete this course.

CCC281 CART Practicum**2 credits***Prerequisite: CCT283*

CCC281 provides the student the opportunity to experience firsthand the CART environment by completing a practicum of at least 40 hours of machine writing and 20 hours of research and dictionary preparation under the supervision of a practicing CART provider off-site or with the onsite instructor. A minimum grade of B is required to pass this course.

CCC282 Captioning Practicum**2 credits***Prerequisite: CCT284*

CCC282 provides the student the opportunity to experience firsthand the captioning environment by completing a practicum of at least 40 hours of writing and 20 hours of research and dictionary preparation under the supervision of a practicing captioner off-site or the onsite instructor. A minimum grade of B is required to pass this course.

CCT281 CART Technology I**3 credits***Prerequisite: CCC181*

CCT281 is designed to give students instruction and hands-on experience in computer-aided translation for maximum benefit of CART recipients. A minimum grade of B is required to successfully complete this course.

CCT282 Captioning Technology I**3 credits***Prerequisite: CCC181*

CCT282 is designed to give students instruction and hands-on experience in computer-aided translation for maximum benefit of the consumer. A minimum grade of B is required to successfully complete this course.

CCT283 CART Technology II**3 credits***Prerequisite: CCT281*

CCT283 is a continuation of CCT281 CART Technology I, and the student will learn to build endurance by writing class lectures, meeting/seminar programs and/or webcast meeting segments. A minimum grade of B is required to successfully complete this course.

CCT284 Captioning Technology II**3 credits***Prerequisite: CCT282*

CCT284 is a continuation of Captioning Technology I, and the student will also become familiar with broadcast news production and other varieties of television programming. A minimum grade of B is required to pass this course.

CCT285 CART Technology III**4 credits***Prerequisite: RWL180 & CCT283*

CCT285 is a continuation of CART Technology I & II, and the student will also learn to build endurance by writing class lectures, meeting/seminar programs or webcast meeting segments. A minimum grade of B is required to successfully complete this course.

CCT286 Captioning Technology III**4 credits***Prerequisite: CCT284, RWJ160, RWL160 & RWQ160*

CCT286 is a continuation of Captioning Technology I & II, and the student will also learn to build endurance by writing literary broadcast material. A minimum grade of B is required to pass this course.

ENG110 English Composition I**3 credits***Prerequisite: None*

ENG110 provides instruction in writing skills, English grammar, punctuation, and vocabulary enhancement.

ENG120 English Composition II**3 credits***Prerequisite: ENG110*

ENG120 provides continuing instruction in writing skills, English grammar, punctuation, and vocabulary enhancement.

ENG130 Business Communication**6 credits***Prerequisite: ENG110 and ENG120*

ENG130 provides instruction in business communication principles and their written applications, including proofreading and editing written communication. A minimum grade of C is required to successfully complete this course.

ENG131 Basic English**4 credits***Prerequisite: None*

ENG131 includes a review of the parts of speech, the parts of the sentence, subject-verb agreement, and phrases and clauses. A minimum grade of B is required to successfully complete this course.

ENG132 Vocabulary and Spelling**4 credits***Prerequisite: None*

ENG132 provides instruction in the basics of English vocabulary and spelling. A minimum grade of B is required to successfully complete this course.

ENG210 English for Realtime Reporters I**4 credits***Prerequisite: ENG 120*

ENG210 provides instruction in the rules governing the use of punctuation marks as they are applied to the transcription of spoken English, specifically in realtime reporting environments.

ENG220 English for Realtime Reporters II**8 credits***Prerequisite: ENG210*

ENG220 provides continuing instruction in the rules governing the use of punctuation marks as they are applied to the transcription of spoken English into written English, specifically in realtime reporting environments. Instruction and practice in the use of proofreading symbols and techniques is included. Application of the rules governing the use of punctuation in the transcripts is provided.

ENG231 English I**4 credits***Prerequisite: ENG131*

ENG231 provides instruction in the rules governing the use of the period, question mark, comma, semicolon, and colon as they are applied to the transcription of spoken English into written English, specifically in the area of judicial reporting proceedings. A minimum grade of B is required to successfully complete this course.

ENG232 English II**4 credits***Prerequisite: ENG231*

ENG232 provides instruction in the rules governing the use of the dash, quotation marks, parentheses, apostrophe, hyphen, numbers, capitalization, and abbreviations as they are applied to the transcription of spoken English into written English, specifically in the area of judicial reporting proceedings. A minimum grade of B is required to successfully complete this course.

GND101 Effective Communication**4 credits***Prerequisite: None*

GND101 focuses on the concepts and strategies of successful communication skills in both written and oral forms.

GND105 Introduction to Microcomputing**3 credits***Prerequisite: None*

GND105 is designed to introduce the students to the computer as a versatile and powerful instrument for information processing and problem solving. Students will be introduced to computer history, theory, and applications.

GND202 College English**4 credits***Prerequisite: ENG131*

GND202 provides instruction in sentence and paragraph structure, expository writing, research writing, and the concepts of language and logic in writing. A minimum grade of B is required to successfully complete this course.

GND204 Life Science**4 credits***Prerequisite: Completion of or concurrent enrollment in MED170*

GND204 provides a general overview of the structures and functions of the human body in health and disease.

HTH210 Health Studies**6 credits***Prerequisite: None*

HTH210 provides instruction in the structure and functions of the human body in health and disease, medical language, and Internet research.

JRC300 RPR WKT Prep Course**2 credits***Prerequisite: JRP300, JRP310*

JRC300 provides the student the opportunity to prepare for the written portion of the Registered Professional Reporter exam.

JRC310 RPR Skills Prep Course**2 credits***Prerequisite: RLT180, RJC200, and concurrent enrollment in or prior completion of RQA225*

JRC310 provides the student the opportunity to prepare for the skill portion of the Registered Professional Reporter exam.

JRP300 Deposition Procedures**4 credits***Prerequisite: RLT140, RQA140, RLJ140*

JRP300 is the study of realtime judicial reporting as a career. Students are instructed in the role of the reporter in depositions (i.e., telephonic, discovery, perpetuation/evidentiary, and in aid of execution), administrative hearings, and other judicial proceedings.

JRP310 Courtroom Procedures**4 credits***Prerequisite: RLT140, RLJ140, RQA140*

JRP310 is the study of realtime judicial reporting as a career. Students are instructed in the role of the reporter in trials and other judicial proceedings.

JRP320 Judicial Reporting Practicum**3 credits***Prerequisite: JRP300, JRP310, RLT180, RJC180, RQA180, TRJ300, TRJ310*

JRP320 provides the student the opportunity to experience firsthand the judicial reporting environment by completing a practicum of at least 80 hours. This practicum shall include a minimum of 50 hours spent in actual writing time under the direction of a practicing reporter, a minimum of 10 hours in observation and consultation, and 20 hours in transcript production and consultation with the practicum instructor. All practicum hours shall be verified by the person(s) under whom the practicum is performed. The student is required to prepare a complete and accurate transcript of at least 60 pages from a freelance, official, or realtime experience. The student also submits a written summarized report of the practicum.

LAW200 Introduction to Law**6 credits***Prerequisite: None*

LAW200 provides an introduction to the American jurisprudence system and relevant legal terminology.

MED170 Medical Terminology**4 credits***Prerequisite: None*

MED170 provides instruction in the prefixes, word roots/combining forms, and suffixes commonly used in the formation of medical terms.

PRC160 Fundamentals of College and Career Success**1 credit***Prerequisite: None*

PRC160 is designed to provide students with the tools to identify their personal strengths and utilize them in developing a successful plan for completing their educational and professional objectives.

PRC161 Professional Development**4 credits***Prerequisite: None*

PRC161 provides instruction in ethical issues and the development of a professional demeanor, including such topics as goal setting, time management, money management, and proper grooming and professional attire for the business environment. Resume writing and practice employment interviews are also include.

PRC262A CCP WKT Prep**1 credit***Prerequisite: RLT180, CCT283*

PRC262A provides the student the opportunity to prepare for the written knowledge portion of the CCP Exam. The student is required to successfully complete the written portion of a simulated CCP written knowledge exam with a minimum grade of C on the written knowledge component.

PRC262B CCP Skills Test Prep**2 credits***Prerequisite: RLT180, CCT283*

PRC262B provides the student the opportunity to prepare for the skills portion of the Certified CART Provider (CCP) exam. The students are required to successfully complete the skills portion of a simulated CCP with a minimum grade of 96% on the skills component.

PRC263A CBC WKT Prep**1 credit***Prerequisite: RLT180, CCT284*

PRC263A provides the student the opportunity to prepare for the written knowledge portion of the Certified Broadcast Captioner (CBC) exam. The student is required to successfully complete the written portion of a simulated CBC written knowledge exam with a minimum grade of C on the written knowledge component.

PRC263B CBC Skills Test Prep**2 credits***Prerequisite: RLT180, CCT284*

PRC263B provides the student the opportunity to prepare for the skills portion of the Certified Broadcast Captioner (CBC) exam. The student is required to successfully complete the skills portion of a simulated CBC with a minimum grade of 96% on the skills component.

PRC265 Certification Prep Course**1 credit***Prerequisite: ENG237, TEC253, TEC259*

PRC265 provides the student with the opportunity to prepare for components of computer applications certification exams on the skills component.

RCE200 Beginning Current Events Dictation**1 credit***Prerequisite: RLT080, RJC080, RQA080*

RCE200 provides practice in the application of realtime writing principles to the terminology of current events (local, national, and international), geography, and cultural diversity. Random readback and transcription of dictated material are required.

RCE300 Advanced Current Events Dictation**1 credit***Prerequisite: RCE 200*

RCE300 provides practice in the application of advanced realtime writing principles to the terminology of current events (local, national, and international), geography, and cultural diversity. Random readback and transcription of dictated material are required.

RJC080 80 Jury Charge**2 credits***Prerequisite: RTH 130*

RJC080 provides instruction in basic speedbuilding, accuracy, and endurance building techniques; in speed test taking and transcription techniques; and in the practice and evaluation of the student's ability to write Jury Charge material at 80 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC100 100 Jury Charge**2 credits***Prerequisite: RJC080*

RJC100 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 100 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC120 120 Jury Charge**2 credits***Prerequisite: RJC100*

RJC120 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 120 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC140 140 Jury Charge**2 credits***Prerequisite: RJC120*

RJC140 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 140 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC160 160 Jury Charge**2 credits***Prerequisite: RJC 140*

RJC160 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 160 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC180 180 Jury Charge**2 credits***Prerequisite: RJC160*

RJC180 provides speedbuilding practice and evaluation of the student's ability to write jury charge material dictated at 180 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RJC200 200 Jury Charge**3 credits***Prerequisite: RJC 180*

RJC200 provides speedbuilding practice and evaluation of the student's ability to write Jury Charge material dictated at 200 words per minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT080 80 Literary**2 credits***Prerequisite: RTH130*

RLT080 provides instruction in basic speedbuilding, accuracy, and endurance building techniques; in speed test taking and transcription techniques, and in the practice and evaluation of the student's ability to write literary material at speeds up to 80 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT100 100 Literary**2 credits***Prerequisite: RLT080*

RLT100 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 100 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT120 120 Literary**2 credits***Prerequisite: RLT100*

RLT120 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 120 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT140 140 Literary**2 credits***Prerequisite: RLT120*

RLT140 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 140 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT160 160 Literary**2 credits***Prerequisite: RLT140*

RLT160 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 160 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RLT180 180 Literary**2 credits***Prerequisite: RLT160*

RLT180 provides speedbuilding practice and evaluation of the student's ability to write literary material dictated at 180 words per minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RWL200 200 Literary**2 credits***Prerequisite: RLT180*

RLT200 provides speedbuilding practice and evaluation of the student's ability to write literary broadcast material dictated at 200 words per minute. The student must pass three 5-minute speed tests on unfamiliar literary broadcast material, transcribing them within a prescribed time, with a minimum of 96 percent accuracy. A minimum grade of B is required to complete this course.

RMD220 Beginning Medical Dictation**1 credit***Prerequisite: HTH210, RLT080, RJC080, RQA 080*

RMD220 provides practice in the application of realtime writing principles to medical terminology. Random readback and transcription of dictated material are required.

RMD320 Advanced Medical Dictation**1 credit***Prerequisite: RMD220*

RMD320 provides practice in the application of advanced realtime writing principles to medical terminology. Random readback and transcription of dictated material are required.

RQA080 80 QA**2 credits***Prerequisite: RTH130*

RQA080 provides instruction in basic speedbuilding, accuracy, and endurance building techniques, in speed test taking and transcription techniques, and in the practice and evaluation of the student's ability to write 2-voice testimony QA material at 80 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA100 100 QA**2 credits***Prerequisite: RQA80*

RQA100 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 100 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA120 120 QA**2 credits***Prerequisite: RQA100*

RQA120 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 120 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA140 140 QA**2 credits***Prerequisite: RQA120*

RQA140 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 140 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA160 160 QA**2 credits***Prerequisite: RQA140*

RQA160 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 160 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA180 180 QA**2 credits***Prerequisite: RQA160*

RQA180 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 180 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA200 200 QA**3 credits***Prerequisite: RQA180*

RQA200 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 200 words per minute. The student must pass two 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RQA225 225 QA**8 credits***Prerequisite: RQA 200*

RQA225 provides speedbuilding practice and evaluation of the student's ability to write 2-voice testimony QA material dictated at 225 words per minute. The student must pass three 5-minute speed tests on unfamiliar material, transcribing them with 95 percent or greater accuracy.

RTD210 Beginning Technical Dictation**1 credit***Prerequisite: RLT080, RJC080, RQA080*

RTD210 provides practice in the application of realtime writing principles to technical vocabularies. Random readback and transcription of dictated material are required.

RTD310 Advanced Technical Dictation**1 credit***Prerequisite: RTD210*

RTD310 provides practice in the application of advanced realtime writing principles to technical vocabularies. Random read- back and transcription of dictated material are required.

RTH100 Introduction to Realtime Reporting**6 credits***Prerequisite: None*

RTH100 provides instruction in the principles of realtime translation theory and realtime technology, operation of the electronic writer, proper writing techniques, and basic computer-aided transcription. This course also examines the career opportunities open to realtime reporters; the nature of the work involved in the various areas; the applicability

of the realtime reporting curriculum to entry-level positions; and professional organizations, certification, and continuing education. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 40 words a minute.

RTH110 Theory I

12 credits

Prerequisite: RTH100

RTH110 continues instruction in the principles of realtime translation theory and realtime technology. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 50 words a minute.

RTH120 Theory II

12 credits

Prerequisite: RTH110

RTH120 continues instruction in the principles of realtime translation theory and realtime technology. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 60 words a minute.

RTH130 Theory III/Transition to Speedbuilding

12 credits

Prerequisite: RTH120

RTH130 continues instruction in the principles of realtime translation theory and realtime technology. Students will be tested on dictation of familiar and unfamiliar dictation material, with a skill goal of 70 words a minute. This course also introduces the student to speedbuilding and writing Jury Charge, Literary, and 2-voice testimony QA material.

TEA110 Computer Applications – Word Processing

4 credits

Prerequisite: TEG100

TEA110 provides instruction in the features and functionalities of a word processing application used in business and personal settings.

TEA120 Computer Applications – Spreadsheet

4 credits

Prerequisite: TEG100

TEA120 provides instruction in the features and functionalities of a spreadsheet application used in business and personal settings.

TEA130 Computer Applications – Presentation and E-Mail Management

4 credits

Prerequisite: TEG100

TEA130 provides instruction in the features and functionalities of presentation and e-mail management applications used in business and personal settings.

TEG100 Introduction to Computers

4 credits

Prerequisite: None

TEG100 provides instruction in the history and development of computers, computer terminology, and computer hardware/software with Internet applications. Instruction also includes basic computer troubleshooting, availability and utilization of web-based and software applications, and specifications for purchasing hardware and software.

TEJ210 Judicial Reporting Technology

6 credits

Prerequisite: RLT120, RJC120, RQA120, TEG100

TEJ210 provides instruction in and hands-on experience with the use of a computer-aided transcription system (CAT).

TEK110 Keyboarding I**3 credits***Prerequisite: None*

TEK110 is a basic course which presents the fundamentals of keyboarding and document formatting. Emphasis is placed on the development of speed and accuracy. The student must pass two 5-minute timed writings on unfamiliar material at a speed of at least 30 net words a minute with no more than five (5) errors.

TEK120 Keyboarding II**3 credits***Prerequisite: TEK110*

TEK120 continues the development of speed and accuracy. Production assignments focus on business correspondence, reports, tables, editing, and graphics. The student must pass two 5-minute timed writings on unfamiliar material at a speed of at least 40 net words a minute with no more than five (5) errors.

TEK130 Keyboarding III**2 credits***Prerequisite: TEK120*

TEK130 continues the development of speed and accuracy. Production assignments focus on designing specialized documents. The student must pass three 5-minute timed writings on unfamiliar material at a speed of at least 50 net words a minute with no more than five (5) errors.

TEK140 Transcription Speedbuilding**2 credits***Prerequisite: TEK130*

TEK140 provides intensive practice in speed and accuracy development through various skill-building drills, exercises, and assessments. The student must pass three 5-minute timed writings on unfamiliar material at a speed of at least 60 net words a minute with no more than five (5) errors.

TRG100 General Transcription**3 credits***Prerequisite: ENG130, TEA110, TEK130*

TRG100 is designed to give the student hands-on experience in the production of salable-quality transcription of general professional dictation. It includes instruction and practice in the use of proofreading symbols and techniques; the use of transcription equipment in the production, editing, and proofreading of transcription documents; and a systematic approach to the editing and proofing of transcripts. Application of the rules governing the use of punctuation is provided. A minimum grade of C is required to successfully complete this course.

TRJ300 Deposition Transcription**3 credits***Prerequisite: ENG220, TEJ210, concurrent enrollment in or prior completion of JRP310*

TRJ300 provides instruction in and hands-on experience with the production of salable quality deposition transcripts using a computer-aided transcription system (CAT).

TRJ310 Appeals Transcription**3 credits***Prerequisite: ENG220, TEJ210, concurrent enrollment in or prior completion of JRP310*

TRJ 310 provides instruction in and hands-on experience with the production of salable quality appeals transcripts using a computer-aided transcription system (CAT).

RL200 Legal Transcription**6 credits***Prerequisite: LAW200, TRG100*

TRL200 provides students with hands-on experience in the production of salable-quality transcription of legal documents from dictation. It includes instruction in legal terminology, the various types of legal documents, and the format and specialized rules of grammar and punctuation specific to dictated legal documents. It provides continued practice in the use of proofreading symbols and techniques; the use of transcription equipment in the production, editing, and proofreading of transcription documents; and a systematic approach to the editing and proofing of transcripts. A minimum grade of B is required to successfully complete this course.

TRM210 Medical Transcription**6 credits***Prerequisite: HTH210, TRG100*

TRM210 provides students with hands-on experience in the production of salable-quality transcription of medical documents from dictation. It includes instruction in medical terminology, the various types of medical documents, and the format and specialized rules of grammar and punctuation specific to dictated medical documents. It provides continued practice in the use of proofreading symbols and techniques; the use of transcription equipment in the production, editing, and proofreading of transcription documents; and a systematic approach to the editing and proofing of transcripts. A minimum grade of B is required to successfully complete this course.

SCHEDULE OF TUITION AND FEES

Prince Institute—Southeast

These fees are subject to change without notice.

One-Time Registration Fee - \$25 Standard for all programs. This fee is not refundable if the applicant has been accepted for enrollment and their application is not rescinded after 72 hours.

Re-Entry Admissions Fee - \$75 Standard for all programs. This fee is not refundable if the applicant has been accepted for re-enrollment and the application is rescinded after 72 hours. The Re-Entry Admissions fee must be paid upon each readmission after two quarters of non-attendance.

Quarterly Tuition – All Programs

\$2,800 (through June 30, 2013)

\$3,000 (as of July 1, 2013)

A 3% cash discount is provided if the tuition is paid in full prior to the start of classes.

Check Return - \$40 the fee will be imposed for each check returned by the bank for such reasons as NSF (Non-Sufficient Funds) or Account Closed.

Proficiency Examination Testing - \$75

Standard for all courses. This fee is payable at the time of testing, charged for each proficiency examination administered, and is not refundable should the student withdraw or fail to successfully pass the proficiency examination.

Graduation Fee - \$50

This fee is charged one time and is due in full before participating in the graduation exercises.

Quarterly Technology Fee

\$295 (through June 30, 2013)

\$345 (as of July 1, 2013)

Installment Note Fee - \$30

If the student elects to pay tuition on a monthly basis, he/she may elect to establish an Installment Note whose terms are provided upon request. The fee to do so is \$30, and the first installment payment is due prior to the start of classes.

Late Registration Fee- \$40

Returning students are asked to register for classes for their courses for the next quarter during the current quarter. Failure to register within the timeframe announced each quarter will result in the assessment of a late registration fee of \$40.00.

The Wave, Student Machine Lease/Purchase – Information available upon request.
Case CATalyst Student Software – Information available upon request.



SIGNATURE PAGE

PLEASE RETURN THIS SIGNED PAGE TO YOUR ADMISSIONS REPRESENTATIVE

ACKNOWLEDGEMENT

I have read the foregoing pages regarding the explanation of terms and policies relating to students while in attendance at Prince Institute.

By signing below, I am stating that I agree with and will adhere to the policies set forth in this catalog.

Print Student Name

Student's Signature

Date

Parent's Signature (if under 19 years of age)

Date


Accrediting Council for Independent Colleges and Schools

④ ACCREDITING
AGENCY

Prince Institute of Professional Studies Montgomery, AL

This institution has been granted accreditation through the indicated date,
with all the rights, honors, and privileges, in testimony of institutional
compliance with the criteria of the Council.

December 31, 2016


Albert C. Gray, Executive Director



May 1, 2012

ID Code 00010621(MC)

Ms. Sue Kuhl
Campus Director
Prince Institute--Rocky Mountains
9051 Harlan Street, Unit 20
Westminster, CO 80031

acicsrockymountains@princeinstitute.edu

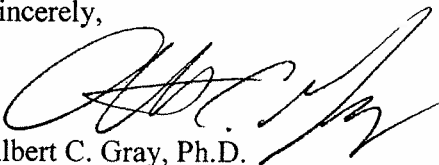
Dear Ms. Kuhl:

Subject: New Grant Approval Letter

The Council has acted to award your institution a new grant of accreditation to offer programs through the occupational associate's degree level through December 31, 2014.

Please contact Ms. Billie Langston at (202) 336-6777 if you have any questions.

Sincerely,


Albert C. Gray, Ph.D.
Executive Director and CEO



April 29, 2013

ID Code 00011116(MC)

Ms. Patricia Hill
Director
Prince Institute - Southeast
7735 Atlanta Highway
Montgomery, AL 36117

acicsgreatlakes@princeinstitute.edu

Dear Ms. Hill:

PRINCE INSTITUTE-GREAT LAKES, SCHAUMBURG, ILLINOIS

ID CODE 00058011(AL)

Subject: Additional Location Inclusion Approval Letter

The Council acted to approve your institution's application for final inclusion of the additional location located at 1300 East Woodfield Road, Suite 110, Schaumburg, Illinois 60173, ID Code 00058011, to offer programs through the certificate level within the scope of your institution's current grant of accreditation, which extends through December 31, 2014.

Please note the assigned ID Code and use it on all correspondence sent to the Council office. The Council is pleased to have this continued relationship with your institution. Please contact Mr. Maurice Wadlington at (202) 336-6779 if you have any questions.

Sincerely,

Albert C. Gray, Ph.D.
Executive Director and CEO

c: Mr. Keith Werosh, Schaumburg additional location (*acicsgreatlakes@princeinstitute.edu*)



State of Alabama
Department of Postsecondary Education



Private School License

Prince Institute-Southeast

THIS IS TO CERTIFY THAT THE ABOVE NAMED SCHOOL LOCATED AT
7735 Atlanta Highway
Montgomery, AL 36117

HAS BEEN LICENSED PURSUANT TO THE ALABAMA PRIVATE LICENSE LAW,
CODE OF ALABAMA, TITLE 16-46-1 THROUGH 10.

96-205-12
Number

[See Approved Courses]

June 15, 2014

Expiration Date



IN WITNESS WHEREOF, is affixed the seal of the
Alabama State Board of Education this the 07 day
of June, 2012.


Chancellor

(Not Transferable)



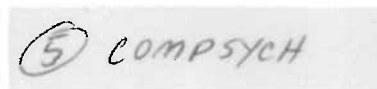
No Matter What's Going on in Your Life, Your Student Assistance Program Is Here to Help.

Personal problems, planning for life events or simply managing daily life can affect your educational goals, health and relationships with your family. As a Prince Institute student, GuidanceResources® is a no-cost benefit that is available to you and your dependents to provide confidential support, resources and information to get through life's challenges. The information within this document will explain how GuidanceResources can help you.

Confidential Counseling on Personal Issues

Your SAP (Student Assistance Program) is a confidential counseling service to help address the personal issues you are facing. This service, staffed by experienced clinicians, is available by calling a toll-free phone line 24 hours a day, seven days a week. A GuidanceConsultantSM will listen to your needs and, if appropriate, refer you to resources in your community. Call any time with personal concerns, including:

- › Relationships
- › Problems with your children
- › Substance abuse
- › Stress, anxiety or depression
- › Major life changes
- › Marital conflicts
- › Grief and loss
- › Empty-nesting



Call: 877.400.9562 TDD: 800.697.0353

Online: www.guidanceresources.com

Your company Web ID: Prince



Policy on the Responsibility and Authority of Faculty in Matters of Academic Governance

Prince Institute- Great Lakes believes that faculty members have a major responsibility in the achievement of outcomes for student learning and the quality of academic programs. To accomplish the mission of the institution and to ensure a vibrant collegiate environment, participation by the faculty in academic and appropriate governance matters is encouraged and considered critical in the educational process. This policy statement is published in the institution's Catalog (located online) and in the Faculty Handbook.

The primary role of the faculty in governance of the institution is to develop, revise, and implement educational goals and objectives, including curriculum, academic standards, programs and courses of study. In addition, the program faculty members participate in decision-making activities involving academic policy such as degree requirements, curricula, faculty work environment, and professional development. They also have a major role in identifying, evaluating, assessing and improving student learning outcomes, including planning and budgeting for expected outcomes. Through these discussions, faculty may provide guidance in the selection of course materials (textbooks), instructional equipment and other educational resources.

The Faculty Council, where the membership includes only faculty representatives from each school division, serves as a major source of information and recommendations for the Vice President, Education. Faculty members are also represented on current College committees including the Academic Improvement Committee (where credit programs are discussed and recommendations for future improvements and developments are made), Faculty Council, Financial Aid and Admissions Committee, Graduation Committee, Effectiveness Plan Committee, Campus Management Committee, Retention Committee, and Curriculum Committee.

The faculty develops and revises program curricula through a systematic evaluation and revision of the curriculum via regular meetings at the campus and system-wide level and through input and participation of regularly held (on a quarterly basis) advisory board meetings.

Responsibility

The Vice President, Education has the overall responsibility for ensuring this policy is implemented.

Amended to catalog: 10/4/12

RESPONSIBILITY
POLICY



This policy has been explained to me and I have obtained a copy for my own records.

Signature

Date

Printed Name

⑦ AUDIT

PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)

OPE ID NUMBER: 02296000

FINANCIAL STATEMENTS
INDEPENDENT AUDITORS' REPORTS

DECEMBER 31, 2012

West & Company
A Professional Corporation
Certified Public Accountants

PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)
FINANCIAL STATEMENTS
INDEPENDENT AUDITORS' REPORTS

DECEMBER 31, 2012

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Independent Auditor's Report

To the Member,
Stenograph, LLC:

We have audited the accompanying financial statements of Prince Institute - Southeast (a division of Stenograph, LLC) ("Prince Institute") , which comprise the balance sheet as of December 31, 2012, and the related statements of operations and division equity and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design , implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Prince Institute as of December 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The information contained in Note 6 to the accompanying financial statements on Prince Institute's calculation of its Title IV 90/10 revenue test and Note 5 on related party transactions is required by the U. S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2013, on our consideration of Prince Institute's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

West + Company

February 26, 2013

PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)
BALANCE SHEET
DECEMBER 31, 2012

ASSETS

Current Assets:

Cash	\$ 4,056,793
Accounts receivable, less allowance for doubtful accounts of \$28,564	-
Inventory	89,168
Prepaid expenses	23,549

Total current assets	4,169,510

Property and Equipment, net 5,414

Deposits 7,035

\$ 4,181,959

=====

LIABILITIES AND DIVISION EQUITY

Current Liabilities:

Accounts payable	\$ 27,236
Accrued liabilities	56,686
Current portion-deferred rent	14,685

Total current liabilities	98,607

Deferred Rent 70,200

Division Equity 4,013,152

\$ 4,181,959

=====

The accompanying notes are an integral
part of these financial statements.

PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)
STATEMENT OF OPERATIONS AND DIVISION EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2012

Revenues:

Tuition and fees	\$ 1,837,832
Bookstore	95,476
Other income	111,873

Total revenues	2,045,181

Cost of Sales:

Bookstore	88,015
Other	98,695

Total cost of sales	186,710

Gross Profit

1,858,471

Expenses:

Salaries	1,170,399
Occupancy	263,169
Recruitment	365,448
General and administrative	394,495
Goodwill impairment	70,410
Depreciation	1,969
Supplies	50,599
Bad debt expense	18,118

Total expenses	2,334,607

Net Loss

(476,136)

Division Equity, beginning of year

3,350,995

Contributions from Stenograph, LLC, net

1,138,293

Division Equity, end of Year

\$ 4,013,152

=====

The accompanying notes are an integral
part of these financial statements.

PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2012

Cash flows used by operating activities:	
Net loss	\$ (476,136)
Adjustments to reconcile net loss to net cash used by operating activities -	
Depreciation	1,969
Goodwill impairment	70,410
(Increase) decrease in:	
Inventory	(39,050)
Prepaid expenses	(3,542)
Deposits	7,034
Increase (decrease) in:	
Accounts payable	(903)
Accrued liabilities	9,034
Deferred rent	(16,300)

Net cash used by operating activities	(447,484)

Cash flows provided by financing activities:	
Contributions from Stenograph, LLC, net	1,138,293

Net cash provided by financing activities	1,138,293

Net increase in cash	690,809
Cash balance, beginning of year	3,365,984

Cash balance, end of year	\$ 4,056,793
	=====

The accompanying notes are an integral
part of these financial statements.

**PRINCE INSTITUTE - SOUTHEAST
(A DIVISION OF STENOGRAPH, LLC)
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization and Nature of Business

Stenograph, LLC is headquartered in Elmhurst, Illinois. Prince Institute - Southeast (A Division of Stenograph, LLC) (the "Company") operates court reporting schools in Montgomery, Alabama and Schaumburg, Illinois.

Basis of Presentation

The accompanying financial statements have been prepared from the accounts designated by Stenograph, LLC as pertaining to the Company, a division of Stenograph, LLC.

Accounts Receivable

Accounts receivable represent outstanding balances due from students. An allowance for doubtful accounts has been established to reserve for specific accounts receivable amounts deemed to be uncollectible by management.

Economic Dependency

A significant portion of the Company's revenues are provided by students who participate in government financial aid programs. See Regulatory footnote.

Cash Equivalents

For purposes of the statement of cash flows, the Company considers all short-term securities purchased with a maturity of three months or less to be cash equivalents.

Inventory

Inventory consists primarily of court reporting machines. Students can lease these machines or purchase them under a capital lease arrangement with the Company. Inventory is stated at the lower of cost or market, or capital lease basis, where applicable.

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

Concentration of Credit Risk

During the year ended December 31, 2012, the Company maintained cash balances in a bank in excess of amounts insured by the Federal Deposit Insurance Corporation.

Property and Equipment

Property and equipment are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the classes of property and equipment, ranging from 2 to 5 years. Repairs and maintenance are reflected in expense as incurred.

Goodwill

Goodwill represents the excess of the purchase price over the fair value of the assets acquired less liabilities assumed. Goodwill acquired in a business combination is not amortized and is tested for impairment annually or more frequently if events or changes in circumstances indicate that the asset might be impaired.

Deferred Rent

Deferred rent in the accompanying balance sheet results from the straight-line recognition of rent expense over the term of the operating lease agreement, which requires escalating rental payments.

Deferred Tuition Income

Deferred tuition income represents the portion of tuition attributable to future educational services to be performed. As of December 31, 2012, all deferred tuition had been earned for the recently completed educational term.

Revenues and Costs

Tuition revenues are recognized ratably (pro-rata) over the academic period of the respective student. Educational and advertising costs are reflected in expense as incurred.

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

Federal Income Taxes

Stenograph, LLC is not a taxpaying entity for federal income tax purposes, and thus no income tax liability has been recorded in the accompanying financial statements.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Financial Instruments

The carrying value of current assets and liabilities reasonably approximates their fair value due to their short maturity periods.

Subsequent Events

The Company has evaluated subsequent events through February 26, 2013, the date the financial statements were available to be issued, and has no material subsequent events to report.

NOTE 2 - PROPERTY AND EQUIPMENT

A summary of property and equipment as of December 31, 2012, is as follows:

Equipment	\$ 17,797
Furniture and fixtures	29,330
Software	16,500

	63,627
Less accumulated depreciation	(58,213)

	\$ 5,414
	=====

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

NOTE 3 - EMPLOYEE BENEFIT PLAN

The Company sponsors a 401(K) retirement savings plan ("the plan"). Pursuant to the plan, eligible employees may elect to make contributions under a salary reduction agreement upon meeting age and length-of-service requirements. Currently, the Company makes a matching contribution of \$.50 for each \$1.00 the employee contributes, limited to the first 6% of the employee's contributions to the plan. The amount that the Company matches is determined annually by the Board of Directors. The Company's matching contributions to the plan totaled \$13,402 for the year ended December 31, 2012.

NOTE 4 - OPERATING LEASES

The Company leases its school facilities under operating leases. The following is a schedule by years of future noncancellable minimum rental payments required under operating leases which expire through April, 2016, that have lease terms in excess of one year as of December 31, 2012.

<u>Year ending December 31,</u>	<u>Total</u>
2013	\$ 173,835
2014	158,793
2015	104,781
2016	26,658

	\$ 464,067
	=====

Operating lease payments totaled \$226,907 for the year ended December 31, 2012.

NOTE 5 - RELATED PARTY TRANSACTIONS

The Company participates in Student Financial Aid ("SFA") under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended ("HEA"). The Company must comply with the regulations promulgated under the HEA. Those regulations require that all related party transactions be disclosed, regardless of their materiality to the financial statements. During the year ended December 31, 2012, there were no related party transactions other than net contributions from Stenograph, LLC.

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

NOTE 6 - ECONOMIC DEPENDENCE ON STUDENT FINANCIAL AID

The Company derives a substantial portion of its revenues from Federal Student Aid (FSA) received by its students under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended (HEA). To continue to participate in the programs, the Company must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition and fees from eligible programs to not be more than 90 percent from Title IV programs. The failure of the Company to meet the 90 percent limitation for two consecutive years will result in the loss of the Company's ability to participate in Title IV programs. If a school receives more than 90 percent of its revenue from Title IV programs during its fiscal year, the school becomes provisionally certified for the next two fiscal years. For the year ended December 31, 2012, the Company's cash basis calculation is:

$$\begin{array}{r} \$ 1,578,902 \\ \text{-----} = 79.7\% \\ \$ 1,980,869 \end{array}$$

The regulations require disclosure of the individual revenue amounts used in the calculation, as follows:

Adjusted Student Title IV Revenue:

Federal Pell Grant	\$ 443,403
Subsidized Loan	572,661
Unsubsidized Loan	858,141
PLUS Loan	36,554

	1,910,759
Less return of overpayments and refunds	(135,159)
Adjustments to student Title IV revenue	(196,698)

	1,578,902

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

NOTE 6 - ECONOMIC DEPENDENCE ON STUDENT FINANCIAL AID (continued)

Student Non-Title IV Revenue:

Funds provided for the student under a contractual arrangement with a Federal, State, or local government agency for the purpose of providing job training to low-income individuals	41,654
Student payments	303,235

	344,889

Revenue From Other Sources:

Funds paid to the Institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs	57,078

Total Revenue	\$ 1,980,869
	=====

This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic financial statements.

NOTE 7 - FINANCIAL STANDARDS

As noted above, the Company participates in government financial aid programs. In connection with this participation, the Company is subject to financial standards promulgated by the U.S. Department of Education. The composite score standard combines different measures of fundamental elements of financial health to yield a single measure of a school's overall financial health. The composite score is measured along a common scale from negative 1.0 to positive 3.0. Composite scores between 1.5 and 3.0 are deemed to be financially responsible without further oversight. For the year ended December 31, 2012, the Company's composite score was 1.8.

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

NOTE 8 - REGULATORY

In connection with the Company's participation in Federal Title IV student financial assistance programs, the Company is subject to rules and regulations promulgated by the U.S. Department of Education ("ED"), state authorities and other agencies certified by ED. These rules and regulations encompass virtually all phases of the Company's operations, including but not limited to, financial, administrative capabilities, educational standards, student graduation outcome rates and rates at which students are placed into employment.

A regulatory authority could place limitations on the Company's operations, suspend or terminate the ability to grant degrees or certificates for programs or terminate the eligibility to receive Federal student aid funds on behalf of students. Violations could also lead to the loss of state licensure or accreditation. The Company cannot predict with certainty how various regulatory requirements will be applied or how it will be able to comply with all of the requirements in the future as these requirements and their interpretation of existing requirements are periodically modified. Increased scrutiny or adverse publicity arising from allegations of non-compliance could also potentially increase the costs of regulatory compliance.

The Company could lose eligibility to participate in Federal student aid programs if student loan defaults exceed specified rates or if the Company derives more than 90% of their revenues from Federal student financial assistance programs in any fiscal year.

Additionally, ED issued rules that pertain to gainful employment by educational program graduates in recognized occupations. These rules require each program to achieve threshold rates with respect to Federal loan repayment and with respect to the relationship between student debt and the income students earn after completing an educational program. Programs that fail to achieve these threshold rates may be subject to loss of Title IV eligibility, restrictions on Title IV enrollment and/or requirements to provide debt warnings and disclosures to current and prospective students. In June, 2012, the U.S. District Court for the District of Columbia vacated the rules regarding gainful employment. It is indeterminable what action ED will take.

Failure to comply with the various rules and regulations could lead to limitation, suspension or termination of the Company's ability to participate in government financial aid programs and consequently, may adversely affect the Company's operations.

NOTES TO FINANCIAL STATEMENTS (continued)
DECEMBER 31, 2012

NOTE 9 - DECLINE IN THE FAIR VALUE OF GOODWILL

Because of continuing losses from the Company's operations and the negative regulatory environment of the proprietary school industry, management has eliminated the carrying value of its goodwill through a \$70,410 charge to the results of operations for the year ended December 31, 2012.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Member,
Stenograph, LLC:

We have audited the basic financial statements of Prince Institute - Southeast (a division of Stenograph, LLC) ("Prince Institute") as of and for the year ended December 31, 2012, and have issued our report thereon dated February 26, 2013. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Prince Institute's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of the Company's internal control. Accordingly, we do not express an opinion on the effectiveness of the Company's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the second paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Prince Institute's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Company's Board of Directors and the U.S. Department of Education and is not intended to be and should not be used by anyone other than these specified parties.

West + Company

February 26, 2013

Prince Institute Organizational Plan



Main Campus

Prince Institute – Southeast	334-271-1670 Phone
7735 Atlanta Highway	334-271-1671 FAX
Montgomery, AL 36117	

Branch Campus

Prince Institute – Rocky Mountains	303-427-5292 Phone
9051 Harlan St., Unit 20	303-427-5383 FAX
Westminster, CO 80031	

Prince Institute – Great Lakes	847-592-6600 Phone
1300 E. Woodfield Rd., Ste. 110	847-619-4203 FAX
Schaumburg, IL 60173	

Parent Company

Stenograph, LLC	630-532-5100
596 W. Lamont Rd.	630-532-5700
Elmhurst, IL 60126	

Procedures for Students Called to Active Duty

Students who are called to active duty before a quarter begins should submit a copy of their orders to the Financial Aid Office, or fax: 334-271-1671. Arrangements for loan deferments and other issues cannot be completed until a copy of the orders are on file in the Financial Aid Office.

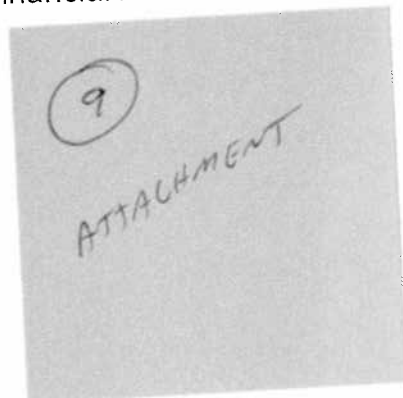
Students who are called to active duty after a quarter begins, should review the Prince Institute policies and options listed below.

1. Withdraw the entire registration and 100% of the tuition and mandatory fees will be refunded.
2. If arrangements are made with the Dean of Academic Affairs for grades or incompletes (to be made up later) in all the courses, the registration would remain intact and tuition and mandatory fees would be assessed in full.
3. If arrangements are made with the Dean for grades or incompletes in some but not all courses, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded. In both cases, applicable tuition and fees will be determined on a prorated basis of total credit hours involved

The option the student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with Prince Institute and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Office. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

In addition to the above mentioned Prince Institute policy there are implications related to any financial aid you may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the Financial Aid Advisor on campus is advised as soon as is convenient.

In the meantime, go to this link <http://www.nasfaa.org/Default.aspx> on the National Association of Student Financial Aid Administrators website may be helpful to you.



IDENTIFYING AND REPORTING CHILD ABUSE

It is Iowa state law and the policy of Prince Institute that any licensed employee or instructor employed by Prince Institute who suspects that a child under the age of 18 has been abused, as defined by law, by a person responsible for the care of that child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. In addition, any employee or instructor who has a reasonable belief that a child under the age of 12 has been sexually abused by anyone shall contact the Department of Human Services and report that suspicion as well.

The reporting of suspected abuse by non-licensed employees is encouraged.

The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of Prince Institute that reports of child abuse remain confidential as required by law.

Prince Institute will provide the training for employees as required by law in the identification and reporting of child abuse within six months of initial employment. Within one month of initial employment, the school shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting.

Prince Institute administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Prince Institute recognizes that it has no obligation to contact the parents or guardians of a child suspected to have been abused.

Date of Adoption: 6/1/2013

PROCEDURES FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of Prince Institute that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of Prince Institute to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

Date of adoption: 6/1/2013